

5**Paid Time Off Request**

Directions:

1. Copy the form and paste into body of an email to your supervisor.
2. Click on the correct box for the type of absence requested and fill out other information.
3. Supervisor should FORWARD email to Human Resources, copy employee and check the appropriate Approved or Rejected box.

Type of Absence Requested:

Sick  Vacation  Personal  Bereavement

Jury Duty  Time Off Without Pay\*  Other

Dates of Absence: Click here to enter text.

Number of Days: Click here to enter text.

Reason for Absence: Click here to enter text.

\*Time off without pay must also be approved by Human Resources

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Approved

Rejected

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