**DATE:** {todays\_date}

**TO:** {super\_name\_one}

{super\_name\_two}

**FROM:**  {emp\_name}

**SUBJECT:** **TIME OFF REQUEST**

**I would like to take time off beginning:** {start\_date}

**I will return to work on:** {return\_date}

* **Please charge all time off as follows:**

**Vacation (VAC) – Total VAC Hours:** {vac\_hours}

(8-hours or 40-hour increments)

**Casual Vacation (CVA) – Total CVA Hours:** {cva\_hours}

(8 hour or 4-hour increments only)

**Actual Dates requested off:** {vac\_cva\_actual}

**Floating Holiday (HFL) – Total HFL Hours:** {hfl\_hours}

(8-hour increments only)

**Emergency Floating Holiday (EFH) – Total EFH Hours:** {efh\_hours}

(8-hour increments only)

**Actual Dates requested off:** {hfl\_efh\_actual}

**Comp Time Off (CTO) – Total CTO Hours:** {cto\_hours}

(8-hour increments only)

**Actual Dates requested off:** {cto\_actual}

**I was off sick beginning through:**

SICK (SCK) – Total SCK Hours:

(8-hour increments only)

**LC1 (SCK) – Total SCK Hours:**

(8-hour increments only)

Family Member name/relationship

COMPLETED AND SIGNED DAL FOR EACH DATE MUST ACCOMPANY REQUEST.

**EMPLOYEE SIGNATURE :** {emp\_name} **BADGE:**  {badge}

**APPROVED** **DATE:**

cc: Original PR File; Supervisor Copy; Employee *Copy*