**DATE:** {todays\_date}

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

{super\_name\_two}

**FROM:**  {emp\_name}

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

1. I would like to take time off beginning
2. I will return to work on

Please charge all time off as follows:

Vacation (VAC) – Total VAC Hours:

(8-hours or 40-hour increments)

Casual Vacation (CVA) – Total CVA Hours:

(8 hour or 4-hour increments only)

Actual Dates requested off:

I will return to work on

Floating Holiday (HFL) – Total HFL Hours:

(8-hour increments only)

Emergency Floating Holiday (EFH) – Total EFH Hours:

(8-hour increments only)

Actual Dates requested off

Comp Time Off (CTO) – Total CTO Hours:

(8-hour increments only)

Actual Dates requested off:\_

2. 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*