



R.G.U.S., Inc. Home Care Agency

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Northbrook, Illinois 60062
Phone: 847-291-8404, Fax: 847-291-8405

E-mail: rgus.homemaker@yahoo.com
http://www.homecare-rgus.com

TIME OFF REQUEST

MANDATORY REQUIREMENTS

1 Day Off: must give 1 week/7days notice
2-6 Days Off: must give 2 weeks notice
1 Week (or more) Off: must give 1 month notice

NO EXCEPTIONS

EMPLOYEE NAME: KARINA SALGADO

TIME OFF DATE(S): 09/26/2022 - 10/07/2022

RETURN BACK TO WORK DATE: 10/10/2022

PURPOSE OF REQUEST: VISIT FATHER IN MEXICO

SIGNATURE: Hania Salgado DATE: 08/20/2022

TIME OFF TIME IS NOT GUARANTEED

For Office Use ONLY

Supervisor Approval: APPROVED NOT APPROVED

Signature: _____

Date: / /