## Time Off Request Sheet

Employee Name:	
Date Requesting:	
Scheduled Shift:	
Start Time Off Request:	End Time Off Request:
	Reason for Requested Time Off
All time off requests must	be turned in ASAP and at least 2 Weeks in Advance for Approval & Vacation Time Off ASAP and at least 1 Month in Advance!
	<u>Time Off Request Sheet</u>
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