



## Request Off Form

***As per the office manual, all requests off must be done at least 30 days in advance and must be in writing.***

Employee Name:

Today's Date:

Dates requesting off:

Reason for requesting off:

Have any other employees already requested off this day? You MUST log into icloud, go to calendar, click the "Staff Participation" calendar and check to see if any other requests off have been made already.

If so, please specify.

If so, your request may not be granted.

Who will be taking over your responsibilities while you are gone? You must verify with that person first and both must sign here.

Cashing out vacation hours? If so, please indicate total number of vacation hours.

Employee signature

Manager approved?

Manager signature