

# Time Off Request Form Location 030/085

Name \_\_\_\_\_ Department \_\_\_\_\_ Hire Date \_\_\_\_\_

## ***Vacation Request***

Team Members are required to submit written vacation requests to their Team Leaders before March 31st of each year. Vacations will be granted at the Management's discretion, by date of hire, rotation basis, needs of the business. Team Members who are entitled to more than 2 weeks of vacation will be permitted to schedule their 3rd and 4th weeks only after all other Team members have scheduled their 1st and 2nd weeks. Team Members are not permitted to take partial vacation days. Due to the seasonal nature of our business, Team Members are not permitted to take more than 10 days of vacation between April 1st and October 31st.

Total Days of Entitlement: \_\_\_\_\_

Dates Requested \_\_\_\_\_ # Days: \_\_\_\_\_

# Days Previously Approved \_\_\_\_\_

Vacation Days Remaining \_\_\_\_\_

## ***Voluntary Short Shift***

I, \_\_\_\_\_, agree to take a short shift on \_\_\_\_\_. I will be leaving at \_\_\_\_\_ am/pm.  
I am fully aware that I will not be paid for these missed hours. My Team Leader has made me aware that I cannot go over 10 hours missed per week without it affecting my benefits and/or vacation accrual.

## ***Pre-Approved Absence***

I, \_\_\_\_\_, am requesting to take a maximum of eight (8) hours away from work to attend an appointment. I agree to make-up those eight hours or less within the same week.

Appt. Date \_\_\_\_\_ Time From \_\_\_\_\_ Time To \_\_\_\_\_

Make-Up Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Make-Up Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Make-Up Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Make-Up Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Make-Up Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Make-Up Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Make-Up Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Make-Up Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

## ***Banked/ Lieu/Non Paid Days Off***

# of Banked Hours \_\_\_\_\_ Date/Time to be used \_\_\_\_\_

Stat Worked \_\_\_\_\_ Date/Time to be used \_\_\_\_\_

**Non-Paid Day Off Request:** \_\_\_\_\_ Date/Time to be used \_\_\_\_\_

\*\*\* ***Only to be used after all vacation time is used. This will count as an absence.*** \*\*\*

Team Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Team Leader's Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_