

# **TIME REQUEST OFF**

Employee Name: CHRISTINA ORDAZ-AYALA

Today's Date: 07/19/2018

**Request For:**

- Unpaid Time Off**
- Paid Time Off**
- Sick**
- Other:** DOCTOR APPT
- Switching Shifts with:** \_\_\_\_\_

Need to please get off by 1pm for Doctor Appt.

THANKS.

Start Date	End Date	Total Hours
<u>July 27, 2018</u>	<u>July 27, 2018</u>	<u>2</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employee Signature: 

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**Office Use Only:**

Supervisor/Manager Name: \_\_\_\_\_ Date Received: \_\_\_\_\_

Supervisor/Manager Signature for Approval: \_\_\_\_\_

Emp ID: \_\_\_\_\_ Job #: \_\_\_\_\_ Date Entered: \_\_\_\_\_