

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: 

Office Use Only:

Supervisor/Manager Name: _____ Date Received: _____

Supervisor/Manager Signature for Approval: _____

Emp ID: _____ Job #: _____ Date Entered: _____