

**Employee request for time off / change of schedule.**

Name \_\_\_\_\_ Todays Date \_\_\_\_\_

Normal work week for me is:

	Total hrs that day
Sunday _____ to _____ = _____	
Monday _____ to _____ = _____	
Tuesday _____ to _____ = _____	
Wednesday _____ to _____ = _____	
Thursday _____ to _____ = _____	
Friday _____ to _____ = _____	
Saturday _____ to _____ = _____	
Total for week = _____	

Date requested off \_\_\_\_\_ to \_\_\_\_\_

I have \_\_\_\_\_ hrs of "comp" time documented (attached).

I will work \_\_\_\_\_ additional days to make up for lost hours.

I am asking to work on what day (s) for make up \_\_\_\_\_  
\_\_\_\_\_

Approved \_\_\_\_\_ date \_\_\_\_\_

*\* requests must be scanned and emailed at least 2 weeks in advance.*