**OFFICE USE ONLY**

 (p) paid time off (v) vacation (b) bereavement (j) jury

|  |  |  |
| --- | --- | --- |
| **Pay date:** |  |  |
| **Hours Paid:** |  |  |

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Reason Requested:**

[ ] **01- Paid Time Off: Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ] **02- Vacation**

[ ] **03- Jury Duty**

[ ] **04- FMLA**

[ ] **05- Other**

[ ] **06- Bereavement \*(Specify:) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_To\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Indicate as Applicable:**

[ ] **Full Day**

[ ] **Leaving Early: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ] **Coming In late: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature Date**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Supervisor’s Signature/ Date**

**\*\*\*\*\*\*\*\*Below for Office use Only\*\*\*\*\*\*\*\***

**Entered in calendar**[ ]  **Office use only:**

[ ]  **Approved** [ ]  **Disapproved Sub Information**

|  |  |
| --- | --- |
| **Dept:** |  |
| **Sub Name:** |  |
|  |  |
| **Dept:** |  |
| **Sub Name:** |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Director or Asst. Director / Date**