

2025 Time Off Request and Approval

Please Print

Routing: ☐ Human Resources

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Employee Name _____ Last _____ First _____ Middle _____ Date ____/____/____

Employee/Payroll # _____ Department _____

Employee Hire/Service Date ____/____/____ Status: ☐ Full-time ☐ Part-time

Employee Instructions

- Complete information above.
- Make requests below by placing X's in calendar days.
- Indicate reason(s) below.
- Sign below and return to your supervisor for approval.

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

April						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Legal Public Holiday

- January**
- 1 Kwanzaa 2024 ends
 - 1 New Year's Day
 - 20 Martin Luther King Jr. Day
- February**
- 14 Valentine's Day
 - 17 Presidents' Day
- March**
- 1 Ramadan begins
 - 5 Ash Wednesday
 - 17 St. Patrick's Day
 - 30 Ramadan ends
- April**
- 12 Passover begins
 - 13 Palm Sunday
 - 18 Good Friday
 - 20 Passover ends
 - 20 Easter Sunday
- May**
- 11 Mother's Day
 - 26 Memorial Day
- June**
- 15 Father's Day
 - 19 Juneteenth
- July**
- 4 Independence Day
- September**
- 1 Labor Day
 - 22 Rosh Hashanah begins
 - 24 Rosh Hashanah ends
- October**
- 1 Yom Kippur begins
 - 2 Yom Kippur ends
 - 13 Columbus Day
 - 20 Diwali/Deepavali
 - 31 Halloween
- November**
- 4 Election Day
 - 11 Veterans Day
 - 27 Thanksgiving Day
- December**
- 14 Hanukkah begins
 - 22 Hanukkah ends
 - 25 Christmas Day
 - 26 Kwanzaa begins

Reason for Request: _____

Comments: _____

Employee's Signature _____ Date ____/____/____

Supervisor's Signature _____ Date ____/____/____

Authorized Approval _____ Date ____/____/____

☐ Approved ☐ Denied Comments: _____

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ATTORNEY
APPROVED