

## 2024 Time Off Request and Approval

Please Print

Routing: ☐ Human Resources

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Employee Name \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee/Personnel # \_\_\_\_\_ 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              | February             |
|----------------------|----------------------|
| S M T W T F S        | S M T W T F S        |
| 1 2 3 4 5 6          | 4 5 6 7 8 9 10       |
| 7 8 9 10 11 12 13    | 11 12 13 14 15 16 17 |
| 14 15 16 17 18 19 20 | 18 19 20 21 22 23 24 |
| 21 22 23 24 25 26 27 | 25 26 27 28 29       |
| 28 29 30 31          |                      |

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

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

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

Reason for Request: \_\_\_\_\_

Comments: \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Authorized Approval \_\_\_\_\_

☐ Approved ☐ Denied Comments: \_\_\_\_\_

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| 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 29       |

| March                |
|----------------------|
| S M T W T F S        |
| 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 |

### Legal Public Holiday

January

1 New Year's Day

15 Martin Luther King Jr. Day

February

14 Valentine's Day

14 Ash Wednesday

18 President's Day

March

14 Good Friday

17 St. Patrick's Day

24 Easter Sunday

24 Easter Sunday

April

15 Good Friday

22 Good Friday

22 Good Friday

May

15 Mother's Day

27 Memorial Day

June

1 Father's Day

17 Juneteenth

July

4 Independence Day

September

8 Labor Day

October

31 Halloween

November

11 Thanksgiving

December

25 Christmas Day

31 New Year's Eve

Reason for Request: \_\_\_\_\_

Comments: \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Authorized Approval \_\_\_\_\_

☐ Approved ☐ Denied Comments: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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ATTORNEY