

# 2018 Time Off Request and Approval

Routing:  Human Resources

\_\_\_\_\_

\_\_\_\_\_

Please Print

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.

NOTE: PUBLIC HOLIDAYS ARE HIGHLIGHTED

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	30	31

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	31	

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

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	30	

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

- Legal Public Holiday
- January**  
 1 New Year's Day  
 15 Martin Luther King Jr. Day
- February**  
 12 Lincoln's Birthday  
 14 Valentine's Day  
 14 Ash Wednesday  
 19 Presidents' Day  
 22 Washington's Birthday
- March**  
 17 St. Patrick's Day  
 25 Palm Sunday  
 30 Good Friday  
 30-7 Passover
- April**  
 1 Easter Sunday
- May**  
 13 Mother's Day  
 19 Armed Forces Day  
 28 Memorial Day
- June**  
 14 Flag Day  
 17 Father's Day
- July**  
 4 Independence Day
- September**  
 3 Labor Day  
 9-11 Rosh Hashanah  
 18-19 Yom Kippur
- October**  
 8 Columbus Day  
 31 Halloween
- November**  
 6 Election Day  
 11 Veterans Day  
 12 Veterans Day (observed)  
 22 Thanksgiving Day
- December**  
 2-10 Hanukkah  
 25 Christmas Day  
 31 New Year's Eve

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

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

Employee's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Authorized Approval \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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