

2019 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

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

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	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	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	30	31				

Legal Public Holiday

- January**
 - 1 New Year's Day
 - 21 Martin Luther King Jr. Day
- February**
 - 14 Valentine's Day
 - 18 Presidents' Day
- March**
 - 6 Ash Wednesday
 - 10 Daylight Saving Time starts
 - 17 St. Patrick's Day
- April**
 - 14 Palm Sunday
 - 19 Good Friday
 - 19-27 Passover
 - 21 Easter Sunday
 - 24 Administrative Professional's Day
- May**
 - 12 Mother's Day
 - 18 Armed Forces Day
 - 27 Memorial Day
- June**
 - 14 Flag Day
 - 16 Father's Day
- July**
 - 4 Independence Day
- September**
 - 2 Labor Day
 - 29 Rosh Hashanah Begins
- October**
 - 1 Rosh Hashanah Ends
 - 8-9 Yom Kippur
 - 14 Columbus Day
 - 16 National Boss Day
 - 31 Halloween
- November**
 - 3 Daylight Saving Time ends
 - 5 Election Day
 - 11 Veterans Day
 - 28 Thanksgiving Day
- December**
 - 22-30 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: _____

This product is designed to provide accurate and authoritative information. However, it is not a substitute for legal advice and does not provide legal opinions on any specific facts or services. The information is provided with the understanding that any person or entity involved in creating, producing or distributing this product is not liable for any damages arising out of the use or inability to use this product. You are urged to consult an attorney concerning your particular situation and any specific questions or concerns you may have.

Important note: This is approved for use by the purchaser only. This form may not be shared publicly or with third parties.

