



Was approved SQ0020PR R:4

a leave

9/15/18 to 10/21/18

unable to approve

another leave

Time Off Request Form

EMPLOYEE NAME: Channa Mak in same year.

AGENCY YOU WORK FOR: CMG Resign/Retire

TODAY'S DATE: 05/31/2019

REQUESTED DATE(S): 7/29/2019 → 09/16/2019

VACATION A UNPAID LEAVE X

(For CMG use only: Enter number of hours that will be Paid 40 Unpaid)

SHIFT YOU WORK: 1st 2nd X 3rd

REASON: Get marry

EMPLOYEE'S SIGNATURE: [Signature]

By signing this form I understand that if this time off request is an unplanned absence it will count as a no fault day(s) toward my attendance. I also understand that if I do not have enough vacation hours to cover this time off request, it will count as a no fault day(s) toward my attendance.

SUPERVISOR'S SIGNATURE: [Signature]

By signing this form I am stating I have enough coverage for the day(s) and I will allow the above employee to be off. I am not approving his time off as paid, unpaid, or no fault. This will be determined by Human Resources.

HUMAN RESOURCES' SIGNATURE:

I have received this employee's time off request and affirm that he/she has sufficient time accrued. If employee does not have sufficient time accrued, this is considered a no fault day(s) as stated in our company's attendance policy.