



*Kelsey
Please look into this.*

Time Off Request Form

EMPLOYEE NAME: Dalinna Kheng

AGENCY YOU WORK FOR: CMG

TODAY'S DATE: 10/05/2018

REQUESTED DATE(S): 12/01/2018 - 01/03/2019

VACATION UNPAID LEAVE

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

SHIFT YOU WORK: 1st 2nd 3rd

REASON: Going oversea (Cambodia)

EMPLOYEE'S SIGNATURE: *Dalinna Kheng*

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.

Dalenna Khung
12/1/18 - 1/3/18

HD - 4/17/18

OW - 12:00

2 mhz

EPR 90 Day 4.8

Φ warning

Days - 24 Days

Days available - 0 (nads)

Days scheduled off - 24

Days used - 5