



### Time Off Request Form

EMPLOYEE NAME: Maria Negro'n

AGENCY YOU WORK FOR: CMG

TODAY'S DATE: 05-21-18

REQUESTED DATE(S): 05-24-18 (half day)

VACATION \_\_\_\_\_ UNPAID LEAVE x

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

SHIFT YOU WORK: 1<sup>st</sup> x 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

REASON: Personal

EMPLOYEE'S SIGNATURE: Maria Negro'n

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: \_\_\_\_\_

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.

\*NOT APPROVED