



Title:

# HR Request for Time Off

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## Absence Information

Employee Name: SHANE O'NEILL

Supervisor: Brad Gillette

Type of Absence Requested:

- Personal Time Off
- Bereavement
- Military
- Jury Duty

Date(s) of Absence: 10.17.14

### Check box that Applies:

- Absent all day
- Partial Day / Hours Gone: From: 8:30 am To: 1 pm

Planned days off require at least two (2) weeks notice. Planned days off exceeding one week require four (4) weeks notice.  
 \*PTO cannot be applied to create overtime. PTO can only be applied to hours needed to achieve a full 40 hr. work week.

Employee Signature: Shane O'Neill

Date: 10.23.14

## Supervisor Approval

- Approved
- Rejected

Comments:

Brad Gillette

Date

10/24/2014

Supervisor Signature

*Received 10/24/14 @ 4:16pm AC*