

*Kelsey
Let her have her day off.*



Time Off Request Form

EMPLOYEE NAME: Dalmona Kheng

AGENCY YOU WORK FOR: CMG

TODAY'S DATE: 21 02 21 19

REQUESTED DATE(S): 6-28 19 to 7-22-19

VACATION _____ UNPAID LEAVE _____

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

SHIFT YOU WORK: 1st _____ 2nd 3rd _____

REASON: Family Vacation *NOT approved - not enough days available*

EMPLOYEE'S SIGNATURE: *Dalmona 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 Kheng HD: 4/17/18

Days wanted w/out weekends - 17

Day available - ~~5~~ 5

CW - \$12.00

Shift - 1st

Dept - MV2

EPR - 4.8 on 7/20/18 (90 day)

Tardies - 1

Call ins - 7

Warnings - N/A