



## TIME OFF (PTO) Request

### Absence Information

Employee Name: \_\_\_\_\_

Manager: \_\_\_\_\_

Type of Absence Requested:

- Personal       Vacation       Bereavement       Time Off Without Pay  
 Military       Jury Duty       Maternity/Paternity       Other

Dates of Absence: From: \_\_\_\_\_ To: \_\_\_\_\_

Returning to the office on: \_\_\_\_\_

Reason for Absence:

*You must submit requests for absences, other than sick leave, two days prior to the first day you will be absent.*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

Email completed form to your immediate supervisor/manager and Katherine. Request may be delayed if all steps are not complete.

### Manager Approval

- Approved  
 Rejected

Comments:

\_\_\_\_\_  
*Manager Signature*

\_\_\_\_\_  
*Date*