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TIME OFF REQUEST

Several dates

EMPLOYEE	DEPARTMENT	MANAGER	REQUEST DATE

Date(s)	Full / part day	Times	Hours	Type	Approved
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
Total hours					

PTO balance before (hours)	
Balance after this request	

NOTES AND COVERAGE

Employee

Manager

Date