

## ***Request for Time Off***

Name \_\_\_\_\_ Today's date \_\_\_\_\_

Month \_\_\_\_\_

Start date \_\_\_\_\_ Return to work date \_\_\_\_\_

Reason \_\_\_\_\_

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Time off must be requested before the 10<sup>th</sup> of the month PRIOR to your request (i.e. January 10<sup>th</sup> for any February request) in order to be included in the schedule for the next month. Requests received after the 10<sup>th</sup> may not be able to be honored.

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