



**BOYS & GIRLS CLUBS**  
OF THE PENINSULA

## Request for Time Off

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

Requested Dates of Absence \_\_\_\_\_ through \_\_\_\_\_

Total Number of Work Days \_\_\_\_\_

Check one:	
<input type="checkbox"/>	PTO, use available PTO
<input type="checkbox"/>	Time off without pay, do not use available PTO
<input type="checkbox"/>	Other Paid Leave of absence, <u>Bereavement / Jury Duty</u> Circle one

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Unit Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Distribution Instructions:

1. Employee completes PTO request at least 2 weeks in advance of time off.
2. Employee submits request to UD
3. UD approves or does not approve
  - a. If approved, sign form and **give copy to employee** and forward original to accounting
  - b. If denied, write denied on approval line and return to employee
4. When an employee is out sick, **the UD should prepare the form**, sign it, have employee sign it when they return to work, give the employee a copy, and forward the original to accounting.

*Refer to employee handbook for detailed guidelines on employee time off.*

10/2008