

**Planned Time Off Information**

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

Department: \_\_\_\_\_

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

**Type of Time Off Requested:**

- Vacation/PTO       Bereavement       Other <sup>1/</sup>
- Jury Duty       Time Off Without Pay

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

<sup>1/</sup> Reason for Absence:

*Please submit requests for time off, other than sick or emergency leave, at least 14 days in advance of your time off. When possible, it is preferred that you submit the request 30 days in advance to support business scheduling efforts.*

The Manager has the right to grant or deny planned requests depending upon circumstances and business conditions.

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

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

**Manager Approval**

- Approved
- Rejected

**Comments:**

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

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

\_\_\_\_\_  
*Human Resource Signature*

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