

**EMPLOYEE INFORMATION**

Employee: \_\_\_\_\_ Date of Hire: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

**PAID TIME OFF REQUEST**

Date(s) Requested:  
From: \_\_\_\_\_ to \_\_\_\_\_  
# Days \_\_\_\_\_

**JURY/BEREAVEMENT LEAVE**

Date(s) Requested:  
From: \_\_\_\_\_ to \_\_\_\_\_  
# Days \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

**APPROVAL**

Approval: \_\_\_\_\_ Date: \_\_\_\_\_