



TIME OFF AUTHORIZATION

Employee Name and Z Number	<input type="radio"/> HOURLY <input type="radio"/> SALARIED	Full Time Part Time
Date(s) of Absence	No. of Hours	

REASON FOR ABSENCE

- | | | |
|----------------------------------|---|--------------------------------------|
| <input type="radio"/> VACATION | <input type="radio"/> BEREAVEMENT LEAVE | <input type="radio"/> Parental Leave |
| <input type="radio"/> SICK LEAVE | <input type="radio"/> MILITARY LEAVE | Other: Must list specific reason |
| <input type="radio"/> JURY DUTY | | |

REMARKS

Employee's Signature	Supervisor's Signature	<input type="radio"/> PAID <input type="radio"/> UNPAID
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Note: Leave request should be submitted with documentation when appropriate; ex: Jury Duty should be accompanied with the court summons. If you have accrued PTO then you must use the time available before your leave can go unpaid. If you are requesting time off under FMLA protection please fill out the FMLA Request Form.