



LOCAL. TRUSTED. FRANCHISE EXPERTS.

Time Off Request Form

Team Member Name: John Blair

Date Submitted: 8/17/2015

Leave Requested: Vacation

Explanation: Click here to enter text.

I am requesting the following days off (from) Click here to enter a date. 8/27

(to) Click here to enter a date. 8/28

This is working days total. 1.5 days off (8/28 half-day)

Team Member's Signature: [Signature]

APPROVED BY: [Signature]  
Supervisor's Signature