



ADVANCE TIME OFF REQUEST



EMPLOYEE: _____

TODAY'S DATE: _____

EMPLOYEE NUMBER: _____

LOCATION: _____

REQUEST FOR:

- P** PAID TIME OFF FROM BANK
- D** DAY OFF WITHOUT PAY
- X** LEAVE EARLY OR COME IN LATE
- B** BEREAVEMENT

HOURS REQUESTED:

MONTH _____

| MON | TUES | WED | THURS | FRI | SAT | SUN |
|-----|------|-----|-------|-----|-----|-----|
| | | | | | | |
| | | | | | | |
| | | | | | | |

1. Write the date in the upper left corner of each day requested off and a P, D, X or B in the lower right.

Example:



2. Request for Vacation Check, please issue with paycheck on _____ with paycheck dated _____

OR _____

- Approve Disapprove _____ Site Manager
- Approve Disapprove _____ District Manager
- Hours Paid Out on _____ Payroll Coordinator