



# REQUEST FOR TIME OFF

Today's Date: \_\_\_\_\_

Employee ID: \_\_\_\_\_

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

Union: \_\_\_\_\_

Anniversary Date: \_\_\_\_\_

Contract Name: FPSCO

Please check all that apply:

Vacation

PTO/Sick

Explanation:

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Date:							

Vacation Hours							
----------------	--	--	--	--	--	--	--

PTO/Sick Hours							
----------------	--	--	--	--	--	--	--

Total Vacation Hours: \_\_\_\_\_

Total PTO/Sick Hours: \_\_\_\_\_

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