

Time off request form

Today's
Date

Employee's Name

I request the following date(s) and times off from work.

Beginning
Date/time

Ending Date/time

Please fill out form and return to office.

This time off should be recorded as:

PTO

Jury Duty

Without Pay

Bereavement

Employee's Signature

Printed Name

TO BE COMPLETED BY GPS Educational Services

The above request is approved.

The above request is denied.

Explanation

GPS Manager's Signature

Date