

RANDALL | SEGREST

EMPLOYEE VACATION REQUEST AND TIME OFF RECORD

Employee Name: _____ Today's Date: _____

I request the following dates off:

Paid Personal Time Requested? _____

	MON	TUE	WED	THU	FRI
Date					

	SUN	MON	TUE	WED	THU	FRI	SAT
Date							

Manager's Notes/Approval: _____

I took the following time off unexpectedly:

Paid Personal Time Requested? _____

	MON	TUE	WED	THU	FRI
Date					

	MON	TUE	WED	THU	FRI
Date					

Manager's Notes/Approval: _____

I will miss or missed part of work on these days at this time:

Paid Personal Time Requested? _____

Day	Time Out	Time In	Time Missed

Manager's Notes/Approval: _____