



UPTACK

Employee Request for Time off

Employee:		Today's Date:		
Department:				
Dates Requested <small>max 5 consecutive workdays (unless special circumstances)</small> <input checked="" type="checkbox"/> Please check whether the requested date is paid time.				
Day 1	Day 2	Day 3	Day 4	Day 5
<input type="checkbox"/> Paid <input type="checkbox"/> Not Paid	<input type="checkbox"/> Paid <input type="checkbox"/> Not Paid	<input type="checkbox"/> Paid <input type="checkbox"/> Not Paid	<input type="checkbox"/> Paid <input type="checkbox"/> Not Paid	<input type="checkbox"/> Paid <input type="checkbox"/> Not Paid
Employee's Signature: _____				
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	By Supervisor:		Date:	
Office information:				
Entered to Outlook Calendar		Designated on Excel		
Reported to ADP				

***** Office Use *****

Name:		Department:		Today's Date:
Your request for the following time off has been approved.				
Day 1	Day 2	Day 3	Day 4	Day 5