

**TIME-OFF REQUEST FORM**

***RYSE***

*Your request for time off must be submitted and approved by management in advance.*

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| EMPLOYEE INFORMATION |
| NAME:  *(PRINT PLEASE)*  TODAY’S DATE:  NUMBER OF DAYS REQUESTED:  STARTING ON: ENDING ON:  I WILL BE RETURNING TO WORK ON: |
| TYPE OF REQUEST |

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| *I WILL CODE MY TIME-OFF TO:*  VACATION UNPAID PERSONAL DAY  JURY DUTY  BEREAVEMENT/FUNERAL LEAVE *(IMMEDIATE FAMILY / MAX OF 3 DAYS PAID) PLEASE CIRCLE:*  *Mother, Father, Spouse, Brother, Sister, Child, Grandfather, Grandmother, Mother-In-Law, Father-In-Law* |
| EMPLOYEE CERTIFICATION |
| * **I understand that time away from work is subject to management approval and company policies.** * **We would like to grant all vacations and personal leave; however we reserve the right to deny any request in accordance to business needs.** * **All requests must be submitted 2 weeks in advance and 30 days for vacations of the days requested off.** * **Approval is granted after being signed by your direct supervisor.** * **Upon approval, request forms will remain in employee personal file.** * **Emergency time-off will be handled on a case by case scenario.**   ***Employee Signature:*** Date: |
| APPROVAL |
| *APPROVED: YES NO REMAINING DAYS AVAILABLE: V P*  *Supervisor/Manager Approval: Date:*  *Payroll Input: Date:* |