PAID / UNPAID LEAVE

VACATION/SICK/OVERTIME/VOLUNTEER

## NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# VACATION *PAID* \_\_\_\_\_ *UNPAID \_\_\_\_\_\_\_*

* **New Request**

Number of vacation days: \_\_\_\_\_\_\_\_\_\_\_

Dates Requested:  **First Day Off** **Last Day Off**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Change**

Date of former request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| SICK TIME (7.5 hours per day) Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (First day off) (Day returned to work)  Number days Absent \_\_\_\_\_\_\_\_\_\_\_ |

# OVER TIME *(See handbook for eligibility or exemption)*

□ **Earned:** Date(s) Earned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_# of hours up to 44 hrs/wk \_\_\_\_\_\_

# of hours over 44 hrs/wk \_\_\_\_\_\_\_x 1.5 \_\_\_\_\_\_

Reason/activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total \_\_\_\_\_\_

□ **Taken:**  Date(s) Taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_# of hours \_\_\_\_\_\_\_

**Or**

□ Paid out: # of hours \_\_\_\_\_\_\_

# VOLUNTEER TIME *(MAX. 7.5 HOURS AVAILABLE)*

Date Taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of Hours \_\_\_\_\_\_\_

Description of Activity:

(Employee) Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Supervisor) Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_