Request for Time Off

|  |
| --- |
|  Employee Name Route or Van Driver Today Date |
|    |
|  | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| Route: |  |  |  |  |  |  |  |
| Date(s): |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Employee Signature: Date: |
| Request Approved ☐ Request Denied ☐ Reason Denied |
|  |
| Manager (signature) (Date) |

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