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) | | | | | | | |

Request for Time Off

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