

Forward Journey
Staff Time Off Request Form

Office use: EX _____ TC _____

Submit this form to your supervisor at **least one week before the requested leave** whenever possible. **You must ensure that you have enough accrued time available to cover the dates requested.** Requests will be approved based on a number of factors, including staffing requirements. Your supervisor will review the request and will return the response (bottom of this form) to your mailbox or equivalent within 48 business hours.

Staff Name: _____

Classification: Paid Unpaid *(Only with prior consent of supervisor for urgent/extreme cases; explain below)*

Type: PTO Personal Day Bereavement Jury Duty *(attach summons)*

Call Out: Yes No

Date(s) Requested: _____

Time Requested: _____

Total Hours: _____

For **Unpaid Time Requested**, document the reason (you must speak with your supervisor):

Staff Signature: _____ Date Submitted: _____ Time Submitted: _____

Manager Signature: _____ Date: _____

Approved as is Denied Approved with Edits – Manager comments: _____

(cut here)

Staff Time Off Request - Response

Staff Name: _____

Classification: Paid Unpaid

Type: PTO Personal Day Bereavement Jury Duty

Dates & Time Requested: _____

Manager Signature: _____ Date: _____

Approved as is Denied Approved with Edits

Reason if denied or edited: _____
