

## Time Off Request Tracking form

Name: \_\_\_\_\_

Dates Requested: From \_\_\_\_\_ to \_\_\_\_\_

Total hours requested \_\_\_\_\_

Total paid time used \_\_\_\_\_

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

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This request was \_\_\_\_\_ approved \_\_\_\_\_ Not approved (explanation below)

\_\_\_\_\_  
Supervisor/Manager Signature

Explanation: \_\_\_\_\_

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