

# Employee Request Time Off Form

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

- I request comp time to cover the hours requested

**Total hours left after time it used** \_\_\_\_\_ **(Director will complete)**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_