Time Off Request Form

This form is used to request time off in advance for <u>future</u> scheduling purposes.

The earlier you request, the better the chance of getting the time off.

Requested Date(s)/Time(s) to be off (if you desire the whole day off, don't list a time for it). To help management make scheduling decisions, you are encouraged to include an **explanation of personal importance and/or priorities for each time off request below:**

I understand that my request for time off does not mean that ADOP will grant my request. I understand that scheduling decisions may also take into account seniority, scheduling needs, skill levels, personalities, fairness and other subjective information.

Signature _____ Written name _____ Date of Submission _____

Copyright © 2005-2007, A Dash of Panache