

**Requesting Time-Off Form**

I \_\_\_\_\_ request a leave of absence from work on  
\_\_\_\_\_ for the following reason: \_\_\_\_\_.

I will be back to work on \_\_\_\_\_.

I understand that this notice must be given at least 30 days in advance from the day that I will be absent. I also understand that failure to request a leave of absence within the time period stated above could result in not receiving the days.

Staff Signature \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_