

# C&T Request for Time Off

*Complete (using month, day and year), sign and return this form to your supervisor as far as possible in advance of the time period requested. For unplanned absence (typically sickness), complete and submit on the day you return. Enter time off in hours. \*Use the following codes: V = vacation; S = Sick; P = personal; D = death; O = other.*

**Name:** \_\_\_\_\_ **Section:** \_\_\_\_\_

Week of	Days/Dates	Code*	Hours	Employee Comments

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

**Authorizer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_