Time Off Request	Time Off Request
Name:	Name:
Dates Wanting off:	Dates Wanting off:
Reason:	Reason:
Please complete and turn in to your team leader.	Please complete and turn in to your team leader.
Approved by:	Approved by:
Team Leader's Signature:	Team Leader's Signature:
X	x
Time Off Request	Time Off Request
•	
Time Off Request Name: Dates Wanting off:	Name: Dates Wanting off:
Name: Dates Wanting off: Reason:	Name: Dates Wanting off: Reason:
Name: Dates Wanting off:	Name: Dates Wanting off:
Name: Dates Wanting off: Reason:	Name: Dates Wanting off: Reason:
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