



“TOTAL SECURITY WITH CHARACTER AND INTEGRITY”

TIME/REQUEST OFF FORM

Date: _____

Employee/Contractor: _____

Reason for Time Off: _____

COMMENTS: _____

Date/s requested _____

Time off granted/not granted _____

**EMPLOYEE/CONTRACTOR
SIGNATURE** _____

HR Rep. _____

Officer _____

Manager _____

Date _____

Date _____

Date _____