

**For HR Use Only:** Days taken during calendar year before request: \_\_\_\_ days

Balance before request: \_\_\_\_ hours

Balance after request: \_\_\_\_ hours



**NICKLAUS**

## TIME OFF REQUEST

TODAY'S DATE: \_\_\_\_\_

EMPLOYEE'S NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

DATE(S) ABSENT FROM WORK: \_\_\_\_\_ THROUGH \_\_\_\_\_  
Month/Day/Year Month/Day/Year

TOTAL DAYS: \_\_\_\_\_ TOTAL HOURS: \_\_\_\_\_

REASON FOR ABSENCE: \_\_\_\_\_

- V = Vacation
- F = Funeral
- J = Jury Duty
- S = Sick
- P = Personal
- O = Other (Explain Below)

COMMENTS:  
\_\_\_\_\_  
\_\_\_\_\_

**(This form must go to HR first. It will then be forwarded to the supervisor for approval.)**

\_\_\_\_\_  
HR

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Approval

\_\_\_\_\_  
Date