

CHOICES

Time Off Request

A written notice to take vacation must be submitted to the Manager of Personnel and Services a minimum of thirty days in advance. Adequate coverage of services to individuals will determine vacation schedule. If several requests for vacation are submitted for the same period of time, the employee who completes a written notice first will receive preference. (Policies and Procedures Manual)

Please provide us with the following information:

- 1 Employee Name: _____
- 2 Specific date(s) requesting: _____
- 3 Second choice: _____
- 4 Please record time you will be using: _____

Vacation

Time not covered by Vacation Leave

- 5 Last day at work: _____ Date you will return to work: _____

Work Schedule Affected:

Consumer/Community Specialist	Days/Times	C.S. Initial	Staff Replacement(s)

Employee Signature: _____ **Date:** _____

(Please make as many arrangements for staff replacements as possible before submitting to supervisor)

Date(s) APPROVED for vacation: _____ Distributed to: _____

Executive Director's Signature: _____ Date: _____