

MINNESOTA



HORSE & HUNT
CLUB

EMPLOYEE TIME OFF REQUEST FORM

Your request for time off must be submitted and approved by management in advance.

EMPLOYEE INFORMATION

NAME:

TODAY'S DATE:

NUMBER OF DAYS REQUESTED:

STARTING ON:

ENDING ON:

I WILL RETURN TO WORK ON:

TYPE OF REQUEST

VACATION

LATE

PERSONAL LEAVE

FAMILY AND MEDICAL LEAVE

FUNERAL/BEREAVEMENT LEAVE

TIME OFF TO VOTE

JURY DUTY

OTHER

COMMENTS

EMPLOYEE CERTIFICATION

I understand that time away from work is subject to management approval and company policies.

Employee Signature: _____ Date: _____

APPROVAL

APPROVED: YES NO

Supervisor/Manager Approval: _____ Date: _____

Printed Name: _____ Title: _____