

Breed & Co.

Request for Time Off

Name _____ Dept. _____

Day(s) off: Month _____ Days _____ Year _____

Reason (vacation, personal, funeral, wedding, etc): _____

Employee Signature _____ Date _____

Department Manager _____ Date _____

Approved: Yes ☐ No ☐ If no, reason _____

Approved Signature _____ Date _____