



Kids Unlimited of Oregon Request For Time Off

Employee Name: _____

Site/Department: _____

Supervisor: _____

NOTE: Your supervisor must approve all requests for time off in advance (2 days prior) unless the nature of the absence prevents this. Plan ahead: Short notice requests may not be approved. Refer to the PTO or other leave policies for more information.

Reason for Absence: You are not required to explain the nature of an illness or details related to domestic violence, harassment, or stalking. **Additional documentation and/or explanation may be required for some absences.*

Date(s) of Time off Requested:

Start Date: _____ End Date: _____

Return to work on: _____ Total hours requested: _____

Type of Absence Requested:

Substitute Needed: Yes No

- PTO
- Sick Leave
- Time Off Without Pay
- Personal Development
- Other _____

Allocation of time off (hours): PTO _____ Sick Time: _____ Unpaid: _____

Employee Signature: _____ Date: _____

Approved Rejected

Comments:

Authorizing Signature _____ Date: _____