|  |
| --- |
| **Career Opportunity Development, Inc.****REQUEST FOR TIME OFF** |
|  |       | Vacation |
|  |       | Sick |
|  |       | PTO (Pre-approved Personal) |
|  |       | Other (Jury Duty, Military, Leave of Absence, etc) |
|  |
| Name: |       | Today’s Date:  |       |
|  |
| Date / Dates Requested: |       |
| Number of Days or Hours Available: |       |
| Number of Days or Hours Requested: |       |
| Number of Days or Hours Remaining: |       |
| Number of Days or Hours Granted: |       |
|  |
| Comments: |       |
| Approved by: |       |