|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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: | |  | | | | |