



# ST. ANNE'S CATHOLIC CHURCH

## Time-Off Request Form

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I, \_\_\_\_\_, hereby request time-off  
commencing \_\_\_\_\_ through \_\_\_\_\_,  
a total of \_\_\_\_\_ work hours.

Thank you for your attention to this matter.

\_\_\_\_\_  
*Signature of Employee*

\_\_\_\_\_  
*Printed Name of Employee*

Date: \_\_\_\_\_

### **EMPLOYER AUTHORIZATION**

Request Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Request Denied: *(Specify Reason)*

By: \_\_\_\_\_ Title: \_\_\_\_\_

**\*\*NOTE\*\*** *For staff use only.*

**Revised:** June 8, 2015