

Hobart and William Smith Colleges

Request for Time Off

Use this form to request any time off From your job.

1. The staff member:
 - Completes the top section of this form
 - Submits it to their manager, two (2) weeks prior to requested time off
2. The manager:
 - Verifies that the staff member is eligible for requested time off
 - Completes the bottom section of this form
 - Returns form to requestor as soon as possible (in most cases this will be within 24 hours. Delays would be due to traveling, etc.)

All requested time off should comply with HWS's policy and further documentation may be requested. Policy questions may be directed to the Human Resources office at extension 3312.

Name _____

REQUEST	DATE(S)	#OF DAYS	# OF HOURS
Vacation / Paid Time Off	_____	_____	_____
Sick Leave	_____	_____	_____
Student Orientation Comp Time	_____	_____	_____
Annual Military Duty	_____	_____	_____
Jury Duty	_____	_____	_____
Death in Family (specify relationship below)	_____	_____	_____
Other (explain below) (training, conference, apts., personal, etc.)	_____	_____	_____
TOTAL TIME OFF:		_____	_____

FURTHER EXPLANATION (when required)

Employee Signature _____

Date _____

MANAGER'S RECOMMENDATION:

COMMENTS:

Approved

Approved with the following modification:

Unapproved for the following reason(s):

Manager's Signature _____ Date _____