

# ***Town of Natick***

## **Time Off Request**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Please provide a 7 day advanced notice for any vacation time. Also, 24 hour notice whenever possible for personal time.

<b>Leave</b>	<b>Please check which leave applies</b>	<b>Date (s)</b>	<b>Total Time Off (In hours)</b>
Sick			
Vacation			
Personal			
Other			

If you have checked other, please explain why you took the time off: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

Director of Human Resources: \_\_\_\_\_

Return this request off to the Human Resources Department