



## TIME OFF REQUEST

rev. 0311

### INSTRUCTIONS

- To be completed by employee
- Employee must sign and submit to Manager for approval
- Attach a copy of your most recent pay stub indicating your current paid vacation balance

Employee Name	Social Security #	Job Title
Date of Hire	Manager	System

In accordance with Makotek's policy, paid vacation is granted on the employee's anniversary date, based on tenure with the Employer and cannot be used prior to being granted to the Employee.

Paid and unpaid time off must be scheduled two (2) weeks in advance for requests of multiple days off. One (1) weeks advance notice is required for requests of a single day off. Time off will be scheduled and approved so as to provide adequate coverage of job and staff requirements.

### INDICATE BELOW THE DATE(S) YOU ARE REQUESTING FOR TIME OFF

PAID VACATION TIME		UNPAID TIME OFF	
Start Date (Day, Date, Year)		Start Date (Day, Date, Year)	
End Date (Day, Date, Year)		End Date (Day, Date, Year)	
Total Paid Vacation Days Requested		Unpaid Days Off Requested	

I am requesting the time off as shown above. I understand that I will only be paid for the number of available days which have been granted to me under Makotek's Paid Vacation Time Policy, provided I have followed the guidelines listed above for advance notification.

Employee Signature	Date
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### TO BE COMPLETED BY MANAGER

Total Number of Paid Days Available	Amount – Vacation Pay per Day	Amount – Total Vacation Pay (Days Approved * Amount/Day)
Approved (Yes/No)	Manager Signature	Date

- Send completed request to the Orlando Office, Attn: Michele Hays for processing.
- Once submitted to the home office, store this form and the supporting pay stub copy in a locked file cabinet, or shred both to maintain the integrity of confidential pay data.

\_\_\_\_\_ Home Office

\_\_\_\_\_ Payroll