**Request for time off**

**(Turn in at least 2 weeks prior to requested date)**

Employee Name:

**Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Requested dates(s) and time(s):

Reason:

By signing below, I understand this is a “request” for time off and that Comfort Keepers will do its best to honor the time off request. I understand that I will receive a verbal notification or ERSP message from the Staffing Coordinators as to whether the time off is approved or not. It is recommended that I don’t make definite plans for time off until I receive approval.

Signature: Date :

FOR OFFICE USE ONLY

**Entered on eRSP**: \_\_\_\_\_ by \_\_\_\_\_ **Emailed employee via ERSP on:**

**\*\*\*\*If more than 6 people off on the days requested, must be approved by Manager**

**Entered into time off request book:**  by