

## Franklin Pierce University Time-Off Request Form

This form is to be used by employees when requesting time off. Requests must be made in advance and approved by the Supervisor.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Dates Requested:** \_\_\_\_\_ to \_\_\_\_\_

**Type of Leave Requested:**

Vacation

Personal Time

Floating Holiday (indicate holiday being substituted) \_\_\_\_\_

Other (explanation – attach backup if necessary)

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

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

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

**Supervisor:**       Approved     Denied

\_\_\_\_\_  
**Supervisor Signature:**

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

*Attach signed Time-Off Request Form to the monthly Exception Reporting for Exempt Personnel and submit to Human Resources*