



**SPANISH
IMMERSION
SCHOOL**

REQUEST FOR TIME OFF

Staff Name: _____

Staff ID # _____

School Name / Code: _____

Today's Date: _____

Dates requesting Off (PTO or Other) <i>Please list all applicable dates below in Boxes provided fro this Time off request</i>	PTO HOURS Requested (each day)	REASON

I am requesting this time off as checked and marked below:

- ☐ Paid time off (PTO) : _____ Total Hours
- ☐ Unpaid time off : _____ Total Hours (may apply if available PTO hours will not cover dates requested)

Staff Comments: _____

Staff's Signature/Date: _____

Supervisor's Authorization

Notification to payroll department

The above request: ☐ Is authorized

☐ Is not authorized

Please pay staff member accordingly

Supervisor's signature: _____

Date: _____