



Administrative Form 4321
UNIVERSAL REQUEST FOR TIME OFF

Responsible Office: Office of Human Resources

Complete this form to request time off or to change a previously submitted time off request. Exempt employees' time should be coded in days. Non-exempt/ESP employees' time should be coded in hours.

Name: _____

Location: _____

Requested Time Off

Date Starting: _____ Date Returning: _____

Changes to a Previously Submitted Request.

Previously Scheduled Date(s): _____

Updated Schedule Date(s): _____

Type of Absence:

___ Sick	____ Days/Hours	___ Vacation	____ Days/Hours
___ Family Illness	____ Days/Hours	___ Comp Used	____ Hours (ESP Only)
___ Personal Day	____ Days/Hours	___ Jury Duty	____ Days/Hours
___ Personal Business	____ Days/Hours	___ Bereavement	____ Days/Hours
___ DTO	____ Days (Admin Only)		
___ PTO	____ Days (Cert Only)		
___ Other Schedule Modification (Exempt Only) _____ Days			

Please specify: _____

Coverage Details

Assigned Coverage: _____ Red Rover Confirmation (if applicable): _____

Additional Information/Instructions:

Approved/Acknowledged: Yes No

Supervisor's Signature: _____

Posted on Calendar Yes No

Absences of more than 5 days require a formal leave of absence request
This document for internal site or department use only

Instructions For Use Of Request For Time Off Form

1. This form is for use when any employee wishes to take time off from work.
 - a. Time off from work includes any instance that can be pre-approved by supervisors or pre-notification to supervisors so that employees' time can be accounted for accurately.
 - b. Examples include vacation and sick days.
2. When requesting time off, the employee shall complete the appropriate sections of the form and forward it to his/her supervisor for approval and acknowledgement.
 - a. This includes: Name, Location, Starting and Returning Dates, Type of Absence, and Coverage Details
 - i. Certified and Administrator employees will indicate the amount of **Days** under "Type of Absence".
 - ii. Education Support Professional (ESP) employees will indicate the amount of **Hours** under "Type of Absence."
3. The supervisor shall approve/acknowledge or deny the request and sign on the "Supervisor Signature" line.
 - a. If approved/acknowledged, a copy shall be provided to the employee's timekeeper for record keeping purposes.
 - i. This Form is for internal use only and should not be forwarded to Human Resources or Payroll.
4. Once the timekeeper notes the absence in Timecard Online, the request form will be given back to the employee and a copy will be filed in the employee's site file.
5. Specific provisions regarding the various types of absences are contained in the Negotiated Agreements.
6. If an employee is seeking a leave of absence (excluding vacation requests) for more than five (5) days, a Request for Leave of Absence form should be submitted to the supervisor.
7. Questions concerning absences should be directed to Human Resources (775) 348-0321.