

# Time-Off Request

You may schedule unpaid time off from your assignments provided you give a minimum two-week written notice to the office. This notice needs to include the dates that you will not be available to work and the reason. If less than a two-week written notice is submitted then the time off is considered a call off.

This policy is in place so that we can find ample replacement for the clients during your time off, so that the clients do not go without care.

Today's Date: \_\_\_\_\_

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

Requested Time Off: \_\_\_\_\_

Date Returning to Assignment: \_\_\_\_\_

Reason: \_\_\_\_\_

Use Sick Leave? I use these hours with the understanding that this may not allow me paid time off should I not have enough sick leave later.

☐ Yes

If yes, how many hours would you like to use? \_\_\_\_\_

☐ No

Caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Yes

☐ No, if no, why? \_\_\_\_\_