

STEPHENS PIPE & STEEL

EMPLOYEE TIME-OFF REQUEST

Instructions:

- Please complete the first two sections
- The third section needs to be signed by the supervisor for approval
- After the supervisor approval this form needs to be submitted to the Payroll Dept.

Today's Date: _____

Employee Name: (please print) _____

Time Off Start Date: _____ **End Date:** _____

Return Date: _____ **No. of Days:** _____

Supervisor: _____ **Department:** _____

Reason for Request

– PTO (Personal Time Off)

Declaration:

I understand that this request is subject to approval by my supervisor.

Employee Signature: _____

Approval Section:

Approval: YES NO

Supervisor's Signature: _____

Date: _____
