

Medallion

Your Event Specialists

Request for Time Off

This form must be completed and submitted two weeks prior to the first day requested off. All team members must submit this form to your supervisor or manager.

* No time off will be granted during the:

- Cloverdale Rodeo (May long weekend)
- Abbotsford Agrifair (August long weekend)
- Lower Mainland Dog Fanciers (Halloween; October 20 – November 3)

Today's Date: _____

Employee Name: _____

Total Number of days off: _____

First day requested off: _____

Return to work date: _____

Comments: _____

For Supervisors Completion

Request Approved: Yes No

If "No" alternate agreed upon date by Employee and Supervisor:

Total # of days approved: _____

Starting Date: _____

Returning Date: _____

Approved By: _____

Date: _____