## GARDEN COURT
## CHATEAU

# REQUEST FOR TIME OFF

1. Name:_____

2. I need the following day (s) off_____ (This is for shifts prior to the **Request for Time Off Due Date**)

**The following are for shifts after the schedule is already out and/or is past the Request for Time Off Due Date**

3. Date(s) and Shift(s) to trade or give away are: _____

4. This is a TRADED SHIFT:   Yes_____        No_____

5. This is a SHIFT I AM GIVING AWAY: Yes_____        No_____

6. Employee Signature_____ _____ Date_____

7. Signature of Employee accepting shift_____ Date_____

8. Date form turned in:_____

☐ **Approved**        ☐ **Denied** _____

**MANAGER/DIRECTOR SIGNATURE:**_____ **DATE:_____**

**Note:  Response will be communicated (if not approved) via a copy placed in your time card slot**

**Both parties must sign form and it must not involve overtime (more than 40 hours in a week- Monday to Monday).**

**REQUEST MUST BE PRE-APPROVED PRIOR TO CHANGE**