

APPROVED ABSENCE REQUEST / TPT REQUEST FORM

Name:	Emp#	Team:	Shift:
Email:	Cell#	Dept:	

Requested Date(s)

	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
Month	Date	Date	Date	Date	Date	Date
Hours (eg.7-11)						

- I wish to use **unscheduled vacation**
- I request to **move vacation** from; _____
- I wish to request an **unpaid LOA**
- I wish to use **Bank hours**

Team member signature: _____ Date: _____

Approved: _____ Date: _____



Stamp

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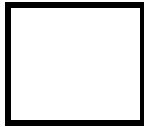
Stamp



Entered in to Time and Attendance



TPT usage tracking sheet updated



departmental staffing sheet updated



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departmental staffing sheet updated