

# SPRINGFIELD SPRING CORPORATION

## 2020 Unpaid Time Off Form

Requests for Unpaid Time Off should be submitted, with as much advance notice as possible, prior to the desired date(s). This will ensure managements' ability to schedule around your absence. Every effort will be made to meet all requests for Unpaid Time Off.

I, \_\_\_\_\_, am requesting the following day(s). It is understood that this day(s) will be Unpaid.

Date(s) requested: \_\_\_\_\_

# of Hours Requested: \_\_\_\_\_

\_\_\_\_\_

Employee Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor's/Manager's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date

Scheduled

Unscheduled

Approved

Not Approved

Sick Time: Yes  No

Comments: