

# Time Off Work Request Form

Employee Name: \_\_\_\_\_

Type of Leave Requesting:  Vacation  Lieu  Personal Leave

Date(s) /Hour(s) Requesting: \_\_\_\_\_

Scheduled Shift for Day(s) Requested (if applicable): \_\_\_\_\_

**Reason for Request:**

*\*Please notify your Supervisor if your request is due to a religious holiday*

\_\_\_\_\_  
\_\_\_\_\_

*\*Upon termination of employment, the employee will be paid for all vacation days to which they are entitled, but have not used upon their final pay. PSC does not require staff to wait until vacation pay is earned to actually use vacation time; however, if vacation taken at the point of termination is in excess of entitlement for the year, PSC will recover the difference in the employees final pay cheque. Vacation is not permitted during working notice.*

Employee Signature: \_\_\_\_\_

Present Date: \_\_\_\_\_  
(yyyy/mm/dd)

## Office Use Only

Approved  Denied

Reason for Denied Request (if applicable):

\_\_\_\_\_  
\_\_\_\_\_

Replacement Arrangements (if applicable):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor/Manager Signature

\_\_\_\_\_  
Date (yyyy/mm/dd)