



9340 Stevens Rd.
Santee, CA 92071
C10 Lic. #590876
(619) 596-9950 Fax(619) 596-8850

Fire Alarm • Access Control • Intercommunication Systems • Security • CCTV • Data

REQUEST FOR TIME OFF

NAME: _____ TODAY'S DATE: _____

DATE(S) REQUESTING OFF: _____

USING:

PAID VACATION HOURS: _____

ALL AVAILABLE VACATION HOURS: _____

TIME OFF WITHOUT PAY HOURS: _____

TOTAL HOURS: _____

COMMENTS: _____

AUTHORIZED BY: _____ DATE: _____

(SUPERVISOR)

AUTHORIZED BY: _____ DATE: _____

(OFFICER)