

Personal Time Off Request

Employee Name		Social Security Number
Start Date End	Date Return Da	ate Number of Days
Explain:		
Employee Signature		Date
PureBit Approval		Date
Was Absence –	Office Use Only	
Expected in Advance	□ Yes	□ No
Reported on First Date abse	ent □ Yes	□ No
Considered by Supervisor	□ Excused	□ Unexcused

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