

ABC
EQUIPMENT
RENTAL
INC.

TULSA'S TOOLBOX
— SINCE 1952 —

2910 EAST 15TH STREET
TULSA, OK 74104 - 5202
918 - 744 - 8353

Request For Time Off

A week's vacation must be requested at least two (2) weeks in advance. A request for a single day must be given at least forty-eight (48) hours in advance. Please make two copies of the request form. Give original to Office Manager (for personnel file), one copy to Operations Manager and keep one for your file.

Name: _____

Today's Date: _____ / _____ / _____ Time of Day: _____

I, _____, would like to request the following day(s) off, for the following

reason: _____

Please Circle: With Pay Without Pay

From: _____ / _____ / _____ Through: _____ / _____ / _____

I will return to work: _____ / _____ / _____

Approval Date: _____ / _____ / _____

Disapproval Date: _____ / _____ / _____

Approved/Disapproved by: _____

Approval or disapproval of request will be given within 72 hours of date/time of request. Please see vacation policy for specific guidelines.