

**COMFORT KEEPERS
Time Off
REQUEST FORM**

- 1. Save form to your PC**
- 2. Fill out form using your PC**
- 3. Save your changes**
- 4. Email form to angieadams@comfortkeepers.com**

Requested by: _____

Date Submitted: _____

Days Requested: _____

Requesting Time Off with Pay? Yes: No:

Employee Signature: _____ Date: _____

Approved by: _____ Date: _____

HR Use Only below the line (complete only if PTO requested)

Eligible PTO for Year: _____

PTO Used YTD: _____

Eligible PTO: _____

Amount of PTO approved for this request: _____

PTO Approved by: _____
Signature of HR representative