



**Final Touch Housekeeping**

## **Time-Off Request**

**Employee Name** \_\_\_\_\_

**Date(s) Requested Off** \_\_\_\_\_

Although we will make every effort to approve your time-off request, any requests given with less than 2 weeks advanced notice, will not be guaranteed. We prefer that you make all appointments after work, but also understand there are times this isn't possible. Please be considerate of your team members and do your best not to disrupt their work schedule or the clients cleaning schedule. Requests will be processed in the order they are received.

**Reason for Request** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_

### **Management Response**

**Request Approved**

**Request Denied**

**Comments** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Management Signature** \_\_\_\_\_ **Date** \_\_\_\_\_