

**TIME-OFF REQUEST/NOTIFICATION**  
California State University, Monterey Bay

Employee's Name \_\_\_\_\_ Date \_\_\_\_\_

*(Employee's signature required below for all types of absences)*

**Part 1: I AM REQUESTING TIME OFF USING THE FOLLOWING LEAVE(S)**

	Date(s)	Time	Total Hours
<input type="checkbox"/> VA01 – Vacation <i>(Exempt employees should indicate only full-day absences.)</i>	_____	_____ to _____	_____
<input type="checkbox"/> PH01 – Personal Holiday <i>(Personal holiday must be used on a single day.)</i>	_____	_____ to _____	_____
<input type="checkbox"/> CTO1 – Overtime Credits <i>(non-exempt only)</i>	_____	_____ to _____	_____
<input type="checkbox"/> L – Informal Leave Without Pay	_____	_____ to _____	_____

Manager's Signature (approval/disapproval) \_\_\_\_\_ Date \_\_\_\_\_  
*(Either approval or disapproval must be circled and signed by the employee's appropriate administrator.)*

Comments \_\_\_\_\_

**Part 2: NOTIFICATION OF ABSENCE**

	Date(s)	Time	Total Hours
<input type="checkbox"/> SL01 – Sick Leave – Self	_____	_____ to _____	_____
<input type="checkbox"/> SL02 – Sick Leave – Family	_____	_____ to _____	_____
<input type="checkbox"/> SLBL – Family Death	_____	_____ to _____	_____
<input type="checkbox"/> JD01 – Jury Duty	_____	_____ to _____	_____

Manager's Acknowledgement (signature) \_\_\_\_\_ Date \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

                                          

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