

## How Do I Request Time Off?

- Prior to filling out a request form, you MUST speak directly to your immediate supervisor first to have time off approved.
- Upon being granted approval by immediate supervisor, the request form can be found here: <https://elightinformation.com/request-for-leave>
- Fill out request form with proper information in the boxes listed below:

Employee Name

Firstname Last Name

Position

Position

Have you informed your direct supervisor?

YES

List your direct supervisor

Supervisor Name

Date

Today's Date MM/DD/YYYY

List days requested

Dates of time off needed MM/DD/YYYY-MM/DD/YYYY

Reason (List vacation or if other specify)

Why I am Requesting Leave

Supervisors Signature & Date (OFFICE USE)

- After your request is submitted, the form will be signed off by the VP of Operations, Director of Education and Loss Prevention and your Supervisor.
- Once the request has been approved, you and your direct supervisor will receive a copy via email.
- Request form will then be added to your employee file by HR.