



ATTN: Caregivers. For your convenience, Time Off Requests can **also** be made online **instead of** submitting this paper form. It can be found on the website under "Employee Forms", and select "Caregivers Time Off Request Form", and then just submit the request online. Here is a link: [Caregivers Time Off Request Form](#)

Time Off Request

Employee Name: _____

Dates Requested: _____

*Time Off requests are subject to administrative approval. For any Time Off, please submit the **Time Off request in writing 30 days prior to requested time off.** (Unplanned medical and other emergent request are exceptions.) This enables the agency to provide alternate staffing for their client(s).

If more than one request is made for the same client in the same week, every effort will be made to grant both requests, but this cannot be promised. If adequate staffing cannot be found, the first request received by HHH office staff will be granted. Also, for any major holiday we ask that requests not be made more than 90 days in advance.

Employee Signature

Date

For office use only:

Date Received by HHH Staff: _____

Scheduling Approval:

Payroll Approval

Approval Signature

Date

HOME, HOPE & HEALING



ASPIRE BEHAVIORAL HEALTH & COUNSELING

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