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BABCO FOODS INTERNATIONAL  
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## REQUEST FOR TIME OFF

Per Section 6 of the Babco Foods Employee Handbook, all Babco personnel are required to submit this Request for Time Off form to their Supervisor for approval **at least 14 days prior** to the first day you wish to be absent, other than for sick leave.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Dept \_\_\_\_\_

### TYPE OF ABSENCE REQUESTED

- ☐ Vacation ☐ Sick ☐ Jury Duty ☐ Other (please specify) \_\_\_\_\_
- ☐ Maternity/Paternity ☐ Bereavement ☐ Time Off Without Pay \_\_\_\_\_

### DATES OF ABSENCE (MM/DD/YYYY)

From \_\_\_\_\_ Until \_\_\_\_\_

### REASON FOR ABSENCE

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#### EMPLOYEE SIGNATURE

\_\_\_\_\_  
Employee signature Date

#### MANAGER APPROVAL AND SIGNATURE

Request Status: ☐ Approved ☐ Denied

Comments:

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\_\_\_\_\_  
Manager Signature Date