



GOODWILL INDUSTRIES OF NORTHEASTERN PA
925 PROSPECT AVENUE, SCRANTON, PA 18505
(570) 343-1166 | www.goodwillnepa.org

REQUEST FOR TIME OFF

NAME: _____ **DATE SUBMITTED:** _____
(please print)

DEPARTMENT: _____

VACATION:

I request _____ vacation day(s) on _____
(date)

PERSONAL:

I request _____ personal day on _____
(date)

FLOATING HOLIDAY:

I request _____ floating holiday on _____
(date)

SICK TIME:

I request _____ sick day(s) on _____
(date)

OTHER:

I request _____ day(s) from _____ to _____
(date) (date)

Employee Signature: _____

APPROVALS:

Immediate Supervisor

President
or

Department Director

CEO