**TIME / HOLIDAY OFF REQUEST**

**REQUEST FORM**

**NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_**

**DAYS REQUESTED OFF**

 **MONTH \_\_\_\_\_\_\_\_\_\_\_\_\_ DAY’S \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_**

**Grace Care**

**HOLIDAY/TIME OFF REQUEST POLICY**

**Holiday and Time Off request will be considered based on the following criteria.**

1. **Did you work the last holiday? You will be expected to work every other holiday.**
2. **Earliest requests turned in will be considered first.**

**I volunteer to work this holiday. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**