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Rev. Russell T. Belcher

Staff Time Off Request

Attn: Business Manager

Name: _____

Please check which of these apply:

_____ Half day off _____ Full day off _____ Jury Duty _____ Week off

_____ Other (explain) _____

First day away from office: _____

Last day away from office: _____

First day back to work: _____

Phone number(s) where you can be reached in an emergency:

Who will cover your duties while you are away? _____

Notes or special information : _____

Signature of Business Manager: _____

Date Authorized: _____

Employee Notified: on _____ by _____