

Time-Off Request

- **All Requests must be received 5 business days before time requested.**
- Time-off requests need to be approved by site coordinators before being submitted to Project YES! staff.
 - Days requested for Monday Meetings and other Project YES! time do not need to be approved by site coordinator.
- Notify partner teachers, site coordinators, team members and anyone else you work with of your absence so that the necessary accommodations can be made.

MEMBER NAME: _____

Date Submitted: _____

Amount of time requested, please check

½ Day Full Day Multiple Days

Dates and Times:

Reason(s) for request:

How will you make up these hours?

Member Signature

Date

Site Coordinator

Date

Program Director/Manager

Date

members will be notified within 2 business days if request is denied
