



Central Coast Kids & Families, LLC Time Off Request

Employee: _____

Date(s) Requesting Off	Purpose of Request	Site

Request must be submitted 2 week prior. Requests are not guaranteed.

Employee Signature

Date

For Office Use Only

Approved Email sent to employee: _____

Denied Email sent to employee: _____

Covered by: _____

School staff notified: _____

Supervisor Signature

Date