

**PHARMACY DEPARTMENT  
REQUEST FOR DAY(S) OFF**

I request \_\_\_\_\_ day(s) of PTO beginning \_\_\_\_/\_\_\_\_/\_\_\_\_.

I will return to work on \_\_\_\_/\_\_\_\_/\_\_\_\_.

I request \_\_\_\_/\_\_\_\_/\_\_\_\_ Non-Productive day (Convention/Seminar/Computer Class).

Complete the three-week calendar grid using the following key:

**W – Work**

**NA – Not Available**

**PTO – Paid Time Off**

**C – Convention/Seminar (out of town)**

**OD – OD/Computer class**

*Do not adjust weekend day off, i.e., Monday or Friday given as available.*

During month(s) of \_\_\_\_\_ Year \_\_\_\_\_

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
Key: _____	Key: _____	Key: _____	Key: _____	Key: _____	Key: _____	Key: _____
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
Key: _____	Key: _____	Key: _____	Key: _____	Key: _____	Key: _____	Key: _____
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
Key: _____	Key: _____	Key: _____	Key: _____	Key: _____	Key: _____	Key: _____

Employee's Signature \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee: \_\_\_\_\_

(PRINT NAME)

\_\_\_\_ Granted

\_\_\_\_ Denied

Posted on schedule calendar \_\_\_\_/\_\_\_\_/\_\_\_\_

**CLOCK IN HERE:**

Supervisor's Signature \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_