

# TARGET CENTER

## GUEST SERVICES- TIME OFF REQUEST FORM

EMPLOYEE COPY

Name \_\_\_\_\_

Date(s) I am not available: \_\_\_\_\_ through \_\_\_\_\_

Reason for Request \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

### Office Use Only

Date Received: \_\_\_\_\_  Received after scheduling deadline.

Processor: \_\_\_\_\_ Date \_\_\_\_\_

Approved

Not Approved

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