



REQUEST FOR TIME OFF

Complete Steps 1 thru 7 below and fax to 610-667-2025 or toll free at 866-204-8764

1) Name: _____

2) Dates requesting off: _____

3) Employee Signature

4) Date

5) Supervisor's Signature

6) Print Name

7) Date

For office use only _____

Approved by

Flex Available? Y/N

Date