



JBL RESOURCES
THE MISSING PEACE

TIME OFF REQUEST FORM

I, _____ request time off for the following dates:

_____ to _____

I will return to work on _____

Signature

Date

JBL Supervisor's Approval (Recruiter)

Date

Account Director Notified

Date

Received in Human Resources on _____ by _____

FOR INTERNAL USE ONLY

_____ Days