

## **Facilities Services**

4365 South 2200 West Gundersen Facilities Services Building Salt Lake City, Ut 84123

## **Custodial Department**Time Off Request Form

Name: _		S#:						
□ Va cation	□ Jury	□ Funeral	Type of leave □ STML		r			
Date & hours requested								
Date/Hours		Date/Hours Date/H		ours	Date/Hours	Date/Hours		
Employee Signature: Date:								
Supervisor Signature:				Date:	Date:			