



Request for Unpaid Time Off (Dockage Day)

You are required to use your personal/essential time and/or vacation (if applicable) prior to using an unpaid day.

Name: _____

Job Title: _____ **Location:** _____

I am requesting unpaid day(s) on the following date(s):

| | |
|--------------------|---------------------|
| Date: _____ | Hours: _____ |
| _____ | _____ |
| _____ | _____ |

I am requesting unpaid day(s) for the following reason:

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Please submit signed form to Human Resources.

Human Resources:

Date Received: _____ **Date Approved:** _____

If denied, reason: _____

A copy of this form will be returned to you.