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**Breath of Life Preparatory Academy**

Time Off Request Form

Name:       Position:       Date:

 Date(s) - # of Hours - Code

 Click or tap to enter a date.

 Click or tap to enter a date.

 Click or tap to enter a date.

 Click or tap to enter a date.

 Click or tap to enter a date.

**Comments:**

**Manager Approval:** **Date:**

**HUMAN RESOURCES OFFICE:**

Date Recd:       Time Req: [ ]  Approved [ ]  Pending [ ]  Denied

Time Remain: PTO       Rec

Name:       Date:

**ACCOUNTING OFFICE:**

Processed by:       Date: