

**HOURLY PAID LEAVE TIME  
REQUEST / REPORT FORM**

**This form is to be used for requesting paid time off (PTO).  
Submit completed & signed time-off request form to your Supervisor  
with as much advance notice as possible to allow for review, approval,  
and time for any scheduling arrangements that may be necessary.  
Please refer to the Unity College Employee Handbook for explanation  
of available leave options.**

<b>Leave Type</b>	<b>Dates Requested</b>	<b>Requested Amount of Hours</b>
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<b>Employee</b>	<b>Supervisor</b>
Name _____	Name _____
Signature _____	Signature _____
Date _____	Date _____