TIME-OFF REQUEST/NOTIFICATIONCalifornia State University, Monterey Bay

Employee's Name		
(Employee's signature required below for all types of absences)		
Part 1: I AM REQUESTING TIME OFF USING THE FOLLOWING		Total
De	ate(s) Time	Hours
□ VA01 – Vacation	to	
(Exempt employees should indicate only full-day absences.)		
□ PH01 – Personal Holiday	to	
(Personal holiday must be used on a single day.)	to	
□ CTO1 – Overtime Credits (non-exempt only)	to	
□ L – Informal Leave Without Pay	to	
Manager's Signature (approval/disapproval) (Either approval or disapproval must be circled and signe	Date	trator \
		trator.)
Comments		
Part 2: NOTIFICATION OF ABSENCE Da	ate(s) Time	Total Hours
F 0104 034 1 03K		
,		
_		
□ JD01 – Jury Duty	to	
Manager's Acknowledgement (signature)	Date	
Faralassas's Ciamatura	Dete	
Employee's Signature	Date	
TIME OFF DECUE		
	ST/NOTIFICATION	
California State Univ		
California State Univ	ersity, Monterey Bay	
California State Univ		
California State Univ	ersity, Monterey Bay Date	
California State Univ Employee's Name	ersity, Monterey Bay Date	 Total
California State Univ Employee's Name	Date B LEAVE(S) ate(s) Time	
California State Univ Employee's Name	ersity, Monterey Bay Date BLEAVE(S)	Total
California State Univ Employee's Name	Date B LEAVE(S) ate(s) Timeto	Total Hours
California State Univ	Date Date	Total Hours
California State Univ	Date Date	Total Hours
California State Univ	Date Date	Total Hours
California State Univ	Date Date	Total Hours
California State Univ Employee's Name	Date Date	Total Hours
Employee's Name	Date Date	Total Hours
Employee's Name	Date	Total Hours
California State Univ	Date	Total Hours
California State Univ	Date	Total Hours
California State Univ	Date	Total Hours
California State Univ	Date	Total Hours
Employee's Name	Date Date	Total Hours
Employee's Name	Date	Total Hours trator.) Total Hours
Employee's Name	Date do Date Dat	Total Hours
Employee's Name	Date do Date Dat	Total Hours
Employee's Name	Date	Total Hours