

Lyons Regional Library District

Time off Request Form

Lyons Regional Library District Staff are responsible for scheduling leave in advance with their manager. Staff must receive their manager's approval in writing using this form. Scheduled leave must be arranged in a manner that minimizes interruptions to library operations; library staffs are encouraged to arrange for desk coverage with other staff. Leave may be granted or denied based on the needs of the library and the policies outlined in the Lyons Regional Library Staff Handbook.

Employee Name:

Date request was submitted:

Reason for request:

Date: Please fill out a new line for each day/shift	Hours:	Coverage: Please arrange for coverage of your shift if possible	Coverage Hours:

Total PTO hours requested:

Manager Approved:

Total unpaid hours requested:

Date of Approval: