

FONSON COMPANY, INC.

Site Development / Road Builders / Sewer and Water

7644 Whitmore Lake Road • Brighton, MI 48116 • Phone: 810-231-5188 • Fax: 810-231-5404

Time Off Request Form

Name: _____ Today's Date: _____

Day(s) Requested Off: _____

Reason for Request (*Personal, Vacation, Medical, Etc.*):

_____ Number of **Unpaid** Time Off Hours being Requested

Send completed form to Payroll

For Office Use Only

Payroll - Complete this section and forward to Supervisor

_____ Time Off Hours To Date (*Including This Request*)

Supervisor Approval

_____ *Approved* _____ *Declined*

(*Reason for Decline*): _____

Approver's Signature: _____

Provide one copy to Payroll; one to Employee