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**BABCO FOODS INTERNATIONAL**  
238 St Nicholas Ave, South Plainfield, NJ 07080, USA  
Phone: +1-866-216-9619 | Fax: +1-732-667-7578  
Web: www.babcofoods.com

## REQUEST FOR TIME OFF

Per Section 6 of the Babco Foods Employee Handbook, all Babco personnel are required to submit this Request for Time Off form to their Supervisor for approval **at least 14 days prior** to the first day you wish to be absent, other than for sick leave.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Dept \_\_\_\_\_

### TYPE OF ABSENCE REQUESTED

- Vacation
- Sick
- Jury Duty
- Other (please specify) \_\_\_\_\_
- Maternity/Paternity
- Bereavement
- Time Off Without Pay \_\_\_\_\_

### DATES OF ABSENCE (MM/DD/YYYY)

From \_\_\_\_\_ Until \_\_\_\_\_

### REASON FOR ABSENCE

\_\_\_\_\_  
\_\_\_\_\_

<b>EMPLOYEE SIGNATURE</b>	
_____ Employee signature	_____ Date

<b>MANAGER APPROVAL AND SIGNATURE</b>	
Request Status: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Comments: _____ _____	
_____ Manager Signature	_____ Date