

Bath County Memorial Library Time Off Request

Please attach all time off	•		
ricase accaerrain cilile off	requests to timesh	eet.	
Dates of Absence:			
Type of Absence Red Unsheduled PTO	quested		
Scheduled PTO		Total Hours PTO Requested	
Bereavement Jury Duty		Employee Signature:	
Time Off Without Pa	ау		
			. 6.1 191
Paid time off is gran	ted and approv	red based on the needs and requireme	ents of the library.
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Paid time off is gran Approved Rejected	ted and approv	ced based on the needs and requirements:	ents of the library.
Approved	ted and approv		ents of the library.