



RESTAURANT MANAGER VACATION REQUEST FORM

INSTRUCTIONS:

- To be used by Restaurant Managers (Mgr, AGM, GM) to request future time off or to report past absences
- Complete sections 1-3 and submit this form to your GM & Sr. Operations Manager to request approval or report absence.
- GM & Sr. Operations Manager **MUST** sign document to approve all requests

1. EMPLOYEE INFORMATION

Today's Date:	Employee Name:	Job Title:
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2. TYPE OF PAID TIME OFF REQUEST

<p>Type of PTO:</p> <p> <input type="checkbox"/> Vacation DATE(S): _____ - _____ # OF DAYS: _____ </p> <p>Vacation periods MUST be approved by regional manager.</p> <p> <input type="checkbox"/> LEAVE/MEDICAL DATE(S): _____ # OF DAYS: _____ </p> <p>Appropriate documentation MUST be sent to HR prior to LOA</p>		
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3. SIGNATURES

Requesting Manager:	Date
General Manager:	Date:
Approving Manager/Regional:	Date:

ALL signatures must be obtained for approval