

**Monroe
Enterprises
Incorporated**

Credit Bureau Centre

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(608) 325-5121 (800) 538-4658 Fax: (608) 325-4738
E-mail: cbcentre@qfgnet.com



TIME OFF REQUEST

PLEASE CHECK ONE:

- Vacation,
 Personal/Sick,
 Leave W/O Pay

Optional Notes: _____

NAME: _____

Date Submitted: _____

TOTAL NUMBER OF DAYS REQUESTED: _____

Beginning Date: _____

Return to Work: _____

Please list all scheduled work days NOT working (i.e. 7/20, 7/21, 7/22).

APPROVED: _____

Date: _____

Please email to Courtney, Robin and Mark once completed.