



Northern Will County Special Recreation Association

Part Time Staff Day (s) off Request Form

- ✓ *Complete this form if you are requesting a day off from your work schedule. This form must be completed and turned into the Staff Development & Outreach Manager, Recreation & Services Manager, or the Adult Services Coordinator.*
- ✓ *You can return the form in person or via email*
- ✓ *Forms must be turned in at least 3 days prior to when you are requesting off*
- ✓ *The request may be denied if the form is not completed fully*
- ✓ *Please make sure you note if you are a driver, leader, or assist staff*

Staff Requesting Off _____

Program Name _____

Program Day/Date _____

Program Times _____

Program Location _____

Other Program Information _____

Office use only

Staff assigned to sub: _____

Approved by: _____

Date: _____