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### PCA Time-Off Request Form

Two weeks advanced notice of planned absences is required to ensure adequate staffing coverage. Please fill out the Time-Off Request Form and submit to the Staffing Coordinator. If you do not supply a two week notice every effort will be given to try and cover your hours and grant your request but the time off cannot be guaranteed. The Staffing Coordinator will review your request and approve or deny the request and return it back to you for your records.

Employee Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

I am requesting the following dates off:

|      |     |     |     |      |     |       |     |
|------|-----|-----|-----|------|-----|-------|-----|
|      | SAT | SUN | MON | TUES | WED | THURS | FRI |
| Date |     |     |     |      |     |       |     |

|      |     |     |     |      |     |       |     |
|------|-----|-----|-----|------|-----|-------|-----|
|      | SAT | SUN | MON | TUES | WED | THURS | FRI |
| Date |     |     |     |      |     |       |     |

Notes: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Manager's Approval

Approved  Not Approved

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

### Attendance Points

Attendance Points Assessed: \_\_\_\_\_

Total Attendance Points (including points assessed today): \_\_\_\_\_