

TIME OFF REQUEST FORM

<input type="checkbox"/> Buick GMC Vacaville	<input type="checkbox"/> Nissan of Sacramento	<input type="checkbox"/> HD Reno	<input type="checkbox"/> Wise Vision
<input type="checkbox"/> Dodge CJR Vacaville	<input type="checkbox"/> Nissan of Vacaville	<input type="checkbox"/> HD Yuba	<input type="checkbox"/> Volvo Tucson
<input type="checkbox"/> Kia Vacaville	<input type="checkbox"/> Nissan Yuba City	<input type="checkbox"/> HD Redwood	
<input type="checkbox"/> Hyundai Vacaville	<input type="checkbox"/> Vallejo Nissan	<input type="checkbox"/> HD Death Valley	
<input type="checkbox"/> Mazda of Vacaville	<input type="checkbox"/> Golden State Nissan	<input type="checkbox"/> OCHD	
<input type="checkbox"/> Infiniti of Marin	<input type="checkbox"/> North Bay Nissan	<input type="checkbox"/> CBHD	

Your request time off must be submitted and approved by management in advance

NAME: _____ DEPT: _____

TODAY'S DATE: _____

PAID: ☐ Yes ☐ No

NUMBER OF DAYS REQUESTED: _____

STARTING ON: _____ ENDING ON: _____

RETURN TO WORK ON: _____

TYPE OF REQUEST

<input type="checkbox"/> Vacation Leave	<input type="checkbox"/> Bereavement Leave	<input type="checkbox"/> Off Site School Training
<input type="checkbox"/> Personal Leave (NO PAY)	<input type="checkbox"/> Jury Leave	<input type="checkbox"/> Military Leave
<input type="checkbox"/> Sick Leave	<input type="checkbox"/> Time off to Vote	<input type="checkbox"/> Maternity/Paternity

COMMENTS

EMPLOYEE CERTIFICATE

I understand that time away from work is subject to management approval and company policies

Employee Signature

Date

APPROVED : ☐ Yes ☐ No

Supervisor/Manager Name

Supervisor/ Manager Signature

PAYROLL INPUT: _____ DATE : _____

WISE AUTO GROUP

*Hyundai of Vacaville/ Kia of Vacaville/ Mazda of Vacaville/ Buick GMC of Vacaville/ Dodge CJR Vacaville
Nissan of Vacaville/ Vallejo Nissan/ Nissan of Sacramento/ Nissan Yuba/ North Bay Nissan / Golden State Nis Inf
Infiniti of Marin/ HD Reno/ HD Redwood/ HD Yuba/ HD Death Valley / OCHD/ CBHD/ Volvo Cars Tucson*