

**PTO / SICK TIME / REQUEST FORM**

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Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Location / Store: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Date Requested Off: \_\_\_\_\_

Hours Requested: \_\_\_\_\_

Expected Return Date: \_\_\_\_\_

Reason: \_\_\_\_\_

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

Manager Approval: \_\_\_\_\_

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Position: \_\_\_\_\_

Location / Store: \_\_\_\_\_

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Expected Return Date: \_\_\_\_\_

Reason: \_\_\_\_\_

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

Manager Approval: \_\_\_\_\_

**TIME CLOCK ERROR FORM**

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Location: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date of Clock Error: \_\_\_\_\_

Actual Scheduled Time: \_\_\_\_\_

Description of Error: \_\_\_\_\_

Manager on Duty: \_\_\_\_\_

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

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Location: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date of Clock Error: \_\_\_\_\_

Actual Scheduled Time: \_\_\_\_\_

Description of Error: \_\_\_\_\_

Manager on Duty: \_\_\_\_\_

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

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Location:

Employee Name:

Date of Clock Error:

Actual Scheduled Time:

Description of Error:

Manager on Duty:

Other Notes:

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Location:

Employee Name:

Date of Clock Error:

Actual Scheduled Time:

Description of Error:

Manager on Duty:

Other Notes:

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Location:

Employee Name:

Date of Clock Error:

Actual Scheduled Time:

Description of Error:

Manager on Duty:

Other Notes: