

The Institute for Behavior Change, Inc.

Steven A. Kossor, Executive Director

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phone or fax
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There are no obstacles, only hurdles of varying heights. None is so great that it can not be overcome, gotten around or gone under. Even mountains disintegrate with time.

VACATION REQUEST

Name: _____

Date of vacation request submission: _____

Requested vacation dates: _____

Client name(s): _____

Has family and/or school been advised? Yes _____ No _____

How will you arrange coverage for your absence? Identify potential candidates and how they will be notified: _____

What days and hours will need to be covered?

<u>Day</u>	<u>Start Time</u>	<u>Stop Time</u>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

How many hours of Paid Time Off would you like to use? _____

Approved: Yes _____ No _____

Supervisor Signature: _____ Date: _____

Comments: _____

