



MARC, INC. OF MANCHESTER
352R WEST MIDDLE TURNPIKE
MANCHESTER, CONNECTICUT
06040

860-646-5718
FAX 860-645-9910

KEN CHARPENTIER
EXECUTIVE DIRECTOR

REQUEST FOR TIME OFF

NAME: _____

DATE SUBMITTING REQUEST: _____

DATE(S) BEING REQUESTED: _____

TIME In/Out if PARTIAL DAY REQUEST: IN _____ OUT _____

EMPLOYMENT SITE/EMPLOYER: _____

***Please turn in to your support staff for scheduling**

ADMINISTRATIVE USE ONLY:

Original to Quality Assurance (File copy) _____

Copy to Employment Director/Coordinator _____