



**Comfort  
Keepers®**

**REQUEST FOR TIME OFF  
(TURN IN AT LEAST 2 WEEKS PRIOR TO REQUESTED DATE)**

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

**Region: (Circle one)** Ocala, Gainesville, Villages

Requested dates(s) and time(s): \_\_\_\_\_

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

By signing below, I understand this is a “request” for time off and that Comfort Keepers will do its best to honor the time off request. I understand that I will receive a verbal notification or ERSP message from the Staffing Coordinators as to whether the time off is approved or not. It is recommended that I don’t make definite plans for time off until I receive approval.

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

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FOR OFFICE USE ONLY

Entered on eRSP: \_\_\_\_\_ by \_\_\_\_\_ Emailed employee via ERSP on: \_\_\_\_\_

\*\*\*\*If more than 6 people off on the days requested, must be approved by Manager

Entered into time off request book: \_\_\_\_\_by \_\_\_\_\_