## 2024 JJET Employee Time Off Request

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Number	Employee Name		Department
	First	Last	

Date Filled Out	First Day Absent	Expected Return Date

		January										
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June

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December

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NOTE: Sick/Personal Time and Floating Holiday will be used
first since that time does NOT carry over to the next year

## Check the Catagory below that applies

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Х	# of Hours	Category	FMLA (Yes or No)
		Vacation	
		Paid Leave Time	
		Comp time	
		Leave Without Pay (manager initiated)	
		Leave Without Pay (employee initiated)	
		Jury Duty	
		Military Leave	
		Bereavement Leave	
		COVID-19	

Family Medical Leave Act (FMLA) Reason: Check the Catagory below that applies

FMLA REASON - Must see Human Resources

To care for my spouse with a serious health condition

To care for my child with a serious health condition

Pregnancy (appts, sickness, required bed rest) Birth or placement of child for adoption or foster care

To care for my parent with a serious health condition

My own serious health condition

Military: qualifying exigency leave

Military: military caregiver leave

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Paid Holidays - Store Closed						
New Years Day	1/1					
Independence Day	7/4					
Thanksgiving	11/28					
Christmas	12/25					

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Paid Holidays - Store Op	oen 1/2 day
Memorial Day	5/27
Labor Day	9/2
Day after Thanksgiving	11/29
Christmas Eve	12/24

Paid Leave Act

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(5) days for FT that met 90 PT accrue (1) for every (40) up to (5) days

Paid Holidays - S
New Years Day
Independence Day

Approvals (Sign and Date)							
Judy K. Bolin		Supervisor					

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