

**STATE COLLEGE DISTIBUTORS, INC.**  
**(also dba Strictly Stones, Premium Flooring Outlet)**  
1620 South State College Blvd., Anaheim, CA 92806  
Tel. (714) 935-0533 Fax (714) 935-0538

## TIME OFF REQUEST

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

Reason for your request:

Vacation

Personal Leave

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Hours requested on date \_\_\_\_\_

-or-

\_\_\_\_\_ Days requested beginning on date \_\_\_\_\_

Returning to work on date \_\_\_\_\_

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

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### MANAGEMENT USE ONLY

Approved

NOT APPROVED

Manager Name \_\_\_\_\_

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