

**Employee Name:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

Please specify the number of hours you are requesting for each day.

	<b>July</b>	<b>August</b>	<b>September</b>
1	Saturday		
2	Sunday		Saturday
3			Sunday
4	TU Holiday		TU Holiday
5		Saturday	
6		Sunday	
7			
8	Saturday		
9	Sunday		Saturday
10			Sunday
11			
12		Saturday	
13		Sunday	
14			
15	Saturday		
16	Sunday		Saturday
17			Sunday
18			
19		Saturday	
20		Sunday	
21			
22	Saturday		
23	Sunday		Saturday
24			Sunday
25			
26		Saturday	
27		Sunday	
28			
29	Saturday		
30	Sunday		Saturday
31			No 31st in September

Check if not requesting time for this quarter.