



Authorized Leave Request Form

All requests for time off must be faxed into the office at (240) 269-0753. Your Manager at the client site must approve all time off as well as one of our Sr. I.T. Recruiters.

Off-site employees are required to have requests approved by their Client Manager **prior** to submission of your Leave Request Form.

If you are unable to report to work due to an illness, you must contact both your Client Manager by telephone and Mall Lobby.com, Inc. via e-mail at employment@malllobby.com before the start of the workday. This form is required when taking any time off other than an observed holiday.

Today's Date:

Employee's Name:

Employee Phone #:

Date(s) Requested:

Employee Signature:

Signature

On-Site Manager:

Signature

Print Name and Phone Number

Failure to comply with these rules could result in immediate dismissal.