



**APPLETON
HARLEY-DAVIDSON®**

Appleton Harley-Davidson
5322 Clairemont Dr. Appleton, WI 54913-8837

Time Off Request

Time-off request forms are to be given to your Department Manager. They can only be handed in a minimum of 45 days in advance. Handing in a request form is not a guarantee of time off. Days off are given on a first come, first serve basis. Remember, flexible scheduling is available. Please fill out your requested days off with a reason. Your reason doesn't need to be in detail. The Department Manager will complete the 2nd line. This form will be returned with you after the schedule for that month is made.

Date Submitted:

Name:

Manager:

Date/s Requested off:

Reason:

Approved/Denied - Reason:

