

**PRODESSE PROPERTY GROUP**

1098 Foster City Boulevard, Suite #301  
Foster City, CA 94404  
Phone (650) 578-9661 Fax (650) 578-9009

# TIME OFF REQUEST

---

NAME OF EMPLOYEE: \_\_\_\_\_

Type: (Please use checkmark)

PTO: \_\_\_\_\_ LEAVE OF ABSENCE: \_\_\_\_\_ OTHER: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Number of days: \_\_\_\_\_ Name of Property: \_\_\_\_\_

\*Who will cover your property? \_\_\_\_\_

Contact phone # \_\_\_\_\_

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

Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

NOTES/COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*IF APPLICABLE

