

Kingdom Sports

www.kingdomsportspark.com



TIME OFF REQUEST FORM

If you requested time off **THREE** weeks in advance but were accidentally scheduled, it is **OUR** responsibility to correct the mistake; **however**, you must alert your department supervisor of the mistake by providing written notice within a minimum of three days in advance of the shift you were accidentally scheduled.

If you did not request time off three weeks in advance, it is **your** responsibility to cover your shift by using the **Shift Coverage Form**.

PLEASE PRINT ALL INFORMATION CLEARLY

YOUR NAME: _____

DEPARTMENT: Please circle your department.

- Fundamentals Basketball Academy
- Elite Volleyball Academy
- Ultimate Soccer Academy
- Get Vertical Speed and Agility Academy

DEPT SUPERVISOR: _____

Please list **TIMES OF DAYS** you are requesting off and the **REASON(S) WHY**: _____

SIGNATURE: _____

DATE: _____

THIS FORM MUST BE SUBMITTED TO YOUR IMMEDIATE SUPERVISOR.

RECEIVED BY DATE: _____ INITIAL: _____

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www.fundamentalsbasketball.com
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