

## Time Off Request Form

Northeast Georgia Council CRM Summer Camp Staff

**Name** \_\_\_\_\_

### **DO NOT MAIL**

**All Time Off requests must be submitted on this form no later than April 8<sup>th</sup> for Camp Rainey Mountain Staff. You will email this form in with your payroll documents to [phillip.nichols@scouting.org](mailto:phillip.nichols@scouting.org).**

NEGA Week	Dates	Time Off Request	Reason	Approval
Staff Week	May 28-June 3			
CRM 1	June 4-10			
CRM 2	June 11-17			
CRM 3	June 18-24			
CRM 4	June 25-July 1			
CRM 5	July 2-8			
CRM 6	July 9-15			
CRM 7	July 16-22			

- Fill out and return to your program director.
- If you will be gone for an entire, specific week, please write **ALL** in the "Time Off Request" Box

<b>Week 2</b>	June 11-17	All	Soccer Camp	
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- If you will only be gone for one or more days, but not the entire week, please list the days you will be gone.

<b>Week 6</b>	July 9	July 13	Visiting Grandma	
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