



Town of Mt. Airy
P.O. Box 257
869 Dicks Hill Parkway
Mt. Airy, GA 30563
Phone: (706)778-6990
Fax: (706)776-3976

Personal Time Off Request

Date: _____

Employee Name: _____ (print clearly)

List requested date(s) of personal time off:

1. _____
2. _____
3. _____
4. _____
5. _____

Signature of Employee: _____

Approved: _____ Not Approved: _____

Mayor/Department Manager

Date emailed to Mayor: _____