Patrick Clune
Mayor
Mayor@Homerny.org

Village Office
31 N. Main Street
Homer, NY 13077
Phone: 607-749-3322
www.Homerny.org

Village Police: 607-749-2022
Newton Water Works: 607-749-2511
Glenwood Cemetery: 607-749-3517
Streets and Parks: 607-749-3813
Recreation: 607-749-2161
Codes: 607-745-3177
Homer Fire Department: 607-749-3121

Time Off Request Form

Employee Name:_____

Requested Date(s) Off: _____

Type of Time Off and time of Type of Day Off:

Vacation Time:_____

Compensation Time:_____

Personal Time:_____

Sick Time:_____

Flex Time:_____

Bereavement Time:_____

Holiday Time:_____

Jury Duty:_____

If Flex Time:

What Day and Hours will be off:_____

What Day and Hours will the time be made up:_____

_____

Employee Signature:_____

Date of Request:_____

Supervisor Signature:_____

Date Supervisor Approved:_____

Mayor or Other Signature:_____

Date Mayor or Other Approval:_____

Note: If Mayor, Deputy Mayor or in emergencies, Clerk or Treasurer is unavailable, attach email approval

Date Office Received and Initials of Reviewer:_____