Schedule & Training Request Form

City of Evansville, WI

All staff supervised by the City Administrator are required to use this form to notify and receive approval of Offsite training and professional development activities as well as vacation days and general schedule changes. Review of such requests will occur pursuant to the Employee Personnel Policies Handbook. Additional Copies of this form can be found at *www.evansvillewi.gov/hr*. Please submit this form for approval in advance of your preferred dates, first to the Executive Assistant.

Employee Name: _____

Schedule Changes, Vacation, or Training Date(s) or Times Requested:

_____

_____

_____

_____

_____

_____

Will you need a City Vehicle? Yes[ ] No[ ]

_____ _____

Signature of Employee **Date**

_____ _____

Supervisor Approval Signature Date

(Executive Assistant initials - calendar and copies:_____)

Notes: _____