



# BANK DAY EARNED

*(Print copy, complete and sign; then scan and email to Cheryl, cc: David Riddle, Jim Layton, Jeff Strange)*

Employee Name: \_\_\_\_\_

# of Day(s) Earned: \_\_\_\_\_

Date(s) Worked: \_\_\_\_\_

Covered For: \_\_\_\_\_  
(Employee's Name)

\_\_\_\_\_  
(Store Location)

**Employee Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ *APPROVED*      \_\_\_\_\_ *DENIED*

**Manager's Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

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**OFFICE USE ONLY**

Recorded on Calendar \_\_\_\_\_

Recorded in Employee's PTO Folder \_\_\_\_\_

Recorded in Nettime \_\_\_\_\_