



South Fork Physical Therapy

950 Baker Hwy Suite 7
Huntsville, TN 37756
Phone (423) 663-3443
Fax (423) 663-3493

530 Industrial Lane
Oneida, TN 37841
Phone (423) 569-3443
Fax (423) 569-2616

1010 Old Hwy 127 South
Jamestown, TN 38556
Phone (931) 879-4066
Fax (931) 879-4071

Time Off Request

Employee Name: _____

Vacation/Unplanned Time Off available: _____ Hours

Total hours requesting: _____ Hours

First Working Date Off: _____

First Working Date Returned: _____

Any other staff member also off? Y N

If Yes, who? _____

Date of Request: _____

Employee Signature: _____

For Office Use Only:

Approved: _____ Not Approved and Reason: _____

Supervisor Signature: _____ Date: _____