

Town of Beekman Recreation & Parks

29 Recreation Center Road
Hopewell Junction, NY 12355
845-227-5783 845-227-9685F

recdirector@townofbeekmanny.us www.beekmanrec.com



The Town's priority is staffing all our programs for the safety and benefit of our residents and users of the parks. All employees are hired after agreeing to be available to work specific days. Should a personal need change, and an additional day off be desired, one of the forms below must be completed; the request will only be granted if the position can be adequately covered.

Shift Change Request Form (for use once a schedule has been printed)

Staff Member Requesting Time Off Name Printed

Staff Member Covering Name Printed

Reason for requested absence: _____

Department

Date of Request

Dates/s Requested OFF

Staff Member Requesting Time Off Signature

Staff Member Covering Time Off Signature

Office Use Only:

Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
	Department Supervisor's Signature	Date
	_____	_____
	Rec Office Staff Signature	Date

Advance Time-off Request Form (for use before a schedule has been printed)

Staff Member Requesting Time Off Name Printed

Staff Member Covering Name Printed

Reason for requested absence: _____

Department

Date of Request

Dates/s Requested OFF

Staff Member Requesting Time Off Signature

Staff Member Covering Time Off Signature

Office Use Only:

Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
	Department Supervisor's Signature	Date
	_____	_____
	Rec Office Staff Signature	Date