

Vacation Request and Approval

PLEASE PRINT

Routing: Human Resources

Employee Name _____ Date ____/____/____
LAST FIRST MIDDLE

Employee/Payroll # _____ Department _____

Employee Hire/Service Date ____/____/____ You are entitled to _____ days vacation as of ____/____/____

Please indicate your three choices, in order of preference, for your first, second and/or third vacation period(s), and return this form to your supervisor.
 Your supervisor will approve your vacation request by placing a "✓" in the "✓Approved" column and by signing his/her name along with the date of approval.

1st VACATION PERIOD				
From	To	Employee Signature and Date	✓Approved	Supervisor Signature and Date
____/____/____	____/____/____	_____ _____ _____		_____ _____ _____
____/____/____	____/____/____	_____ _____ _____		_____ _____ _____
____/____/____	____/____/____	_____ _____ _____		_____ _____ _____

Need to reschedule? Yes No

2nd VACATION PERIOD				
From	To	Employee Signature and Date	✓Approved	Supervisor Signature and Date
____/____/____	____/____/____	_____ _____ _____		_____ _____ _____
____/____/____	____/____/____	_____ _____ _____		_____ _____ _____
____/____/____	____/____/____	_____ _____ _____		_____ _____ _____

Need to reschedule? Yes No

3rd VACATION PERIOD				
From	To	Employee Signature and Date	✓Approved	Supervisor Signature and Date
____/____/____	____/____/____	_____ _____ _____		_____ _____ _____
____/____/____	____/____/____	_____ _____ _____		_____ _____ _____
____/____/____	____/____/____	_____ _____ _____		_____ _____ _____

Need to reschedule? Yes No

Comments _____



Call toll free 800-999-9111 to reorder Vacation Request and Approval #R7-A0516 B
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Enjoy your vacation!