

# Vacation Request



Since 1911

Department # \_\_\_\_\_

Employee # \_\_\_\_\_

**2012**

I REQUEST VACATION FOR THE FOLLOWING PERIOD:

| Day              | Month & Date | # of Hours<br>Requesting Off |
|------------------|--------------|------------------------------|
| <b>Sunday</b>    |              |                              |
| <b>Monday</b>    |              |                              |
| <b>Tuesday</b>   |              |                              |
| <b>Wednesday</b> |              |                              |
| <b>Thursday</b>  |              |                              |
| <b>Friday</b>    |              |                              |
| <b>Saturday</b>  |              |                              |

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved By: \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE: Accepted: ☐ Declined: ☐ Reason \_\_\_\_\_