

Vacation Request



Since 1911

Department # _____

Employee # _____

2013

I REQUEST VACATION FOR THE FOLLOWING PERIOD:

Day	Month & Date	# of Hours Requesting Off
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Employee Signature _____ Date _____

Approved By: _____ Date _____

OFFICE USE: Accepted: Declined: Reason _____