

VACATION REQUEST

Employee: _____ Employment Date: _____

I request a _____ week(s) vacation:

From: _____ Through: _____

My alternate choice is:

From: _____ Through: _____

(If a holiday occurs during your vacation, please request extra days below.)

I prefer to split my vacation:

First week: From: _____ Through: _____

Second Week: From: _____ Through: _____

Third Week: From: _____ Through: _____

Fourth Week: From: _____ Through: _____

Fill out and return this form to: _____

If you have any questions regarding this form contact: _____

at _____

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For Office Use Only:

Vacation dates (below) approved by: _____

Date: _____

Approved Vacation dates: _____

Revised: _____