



VACATION REQUEST

Employee No. _____

Employee Name _____

Today's Date: _____

I would like to request vacation on the following date(s):

Begin Date: _____/_____/_____	End Date: _____/_____/_____
Return to work on: _____/_____/_____	Total Hours Requested: _____

I would like to request Cash-Out of Vacation: _____ hours on date _____/_____/_____

Note: BE SURE YOUR VACATION REQUEST DATES, AVAILABLE VACATION DAYS, AND EMPLOYEE NUMBER ARE CORRECT.

Request Granted: Yes No

Employee's Signature _____

Date: _____

Supervisor's Signature _____

Date: _____

Supervisor's Printed Name _____

Office Use	
Received Date: _____	Balance of Available Vacation Hours: _____
Entered by: _____	Date: _____