



VACATION REQUEST FORM

Employee Initiating Request: _____

Date Submitted: _____ Date Received: _____

Requested To: _____ , _____ , _____

Requested Date(s) _____ to _____
_____ to _____
_____ to _____

Employee Signature: _____

Approved by: _____ Date:

_____ Date:

_____ Date:

Comments: