

# Vacation Request

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

.....

## DAYS/DATES REQUESTED

BEGINNING DAY/DATE: \_\_\_\_\_

ENDING DAY/DATE: \_\_\_\_\_

TOTAL DAYS REQUESTED: \_\_\_\_\_

Day's Paid: \_\_\_\_\_ Day's Unpaid: \_\_\_\_\_

ADDITIONAL NOTES OR COMMENTS:

.....

**YOUR REQUEST HAS BEEN DENIED. AT THIS TIME, NOT ABLE TO ALLOW DAYS OFF FOR THE PERIOD HAVE REQUESTED. (You may resubmit this at a closer date.)**

**YOUR REQUEST HAS BEEN APPROVED.**

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

DATE OF REVIEW: \_\_\_\_\_

Vacation entitlement: _____ Used: _____
Vacation Requested: _____
Vacation Days left: _____ As of Date _____
Received By: _____
Date Received: _____ Time Received _____

Paper Work Filed
X - O _____
Vac. Book _____
Payroll _____
Paperwork Processed: _____