

# Vacation Request Form

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

Vacation Dates Requested:

From: \_\_\_\_\_ Through: \_\_\_\_\_ Back to Work on: \_\_\_\_\_

From: \_\_\_\_\_ Through: \_\_\_\_\_ Back to Work on: \_\_\_\_\_

From: \_\_\_\_\_ Through: \_\_\_\_\_ Back to Work on: \_\_\_\_\_

Total Paid Days Requested: \_\_\_\_\_

Please check one box:

Paid Days

Unpaid Days

Approved: \_\_\_\_\_