

VACATION REQUEST AND APPROVAL

Company _____

Employee Name _____

Date Employee Was Hired _____

Days Of Vacation Entitled To _____

VACATION YEAR
Beginning: ____ / ____ / ____
Ending: ____ / ____ / ____

Please indicate your vacation request in order of preference.

CHOICE ORDER	DATE FROM	DATE TO	NUMBER OF DAYS	✓ APPROVED	✓ NEED TO RESCHEDULE
1 st	/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>
2 nd	/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>
3 rd	/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>
4 th	/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Employee Signature _____

Date _____

Approved by _____

Date _____