Vacation Request

Name: _____ Pay Location: _____ PP: _____

Earned Vacation Balance: "As of Date" _____ Balance Hours: _____ Payroll Clerk's Initials: _____

Vacation(s) Requested: All dates inclusive. (Minimum one hour.)

		Preferred					Alternate		
Choice	Days	Hours	From	To (Including)	Choice	Days	Hours	From	To (Including)
1					1A				
2					2A				
3					3A				

Is Leave of Absence being requested in connection with a vacation period?
(If yes. submit separate request on appropriate leave of absence form.) ☐ YES ☐ NO

_____   _____
Signature of Employee   Date

Approval

Choice(s) that is (are) approved: _____   Remarks: _____

_____   _____

_____   _____
Administrator approval   Date

Preferably before departing on vacation, or without fail upon returning, submit Certificate of Absence to Payroll Clerk. If vacation falls in two pay periods, submit one for each period.