



# 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.