



Request for Vacation Form

Employee Name: _____ Date of Request: _____

Vacation*

Overtime/Lieu Time

I am requesting a total number of _____ days to be away from my job, for the above specified reason, these dates are:

Note: Record no more than one week per line.

Dates: _____ # of days: _____ posted

Dates: _____ # of days: _____ posted

Dates: _____ # of days: _____ posted

Dates: _____ # of days: _____ posted

Dates: _____ # of days: _____ posted

Dates: _____ # of days: _____ posted

Dates: _____ # of days: _____ posted

Dates: _____ # of days: _____ posted

Dates: _____ # of days: _____ posted

Employee Signature

Date

Approval of Supervisor

Date

coverage verified