



Request for UNPAID Vacation Time

For use by casual & contract employees

Employee Name: _____ Date of Request: _____

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

Note: Record one week per line.

Dates: _____ # of days: _____ posted

Dates: _____ # of days: _____ posted

Dates: _____ # of days: _____ posted

Dates: _____ # of days: _____ posted

Employee Signature

Date

Approval of Supervisor

Date

Note to Supervisor:

Original to Payroll

Copy to HR Officer

Recorded on Time Sheet