**VACATION REQUEST**

Employee: Employment Date:

I request a week(s) vacation:

From: Through:

My alternate choice is:

From: Through:

(If a holiday occurs during your vacation, please request extra days below.)

I prefer to split my vacation:

First week: From: Through:

Second Week: From: Through:

Third Week: From: Through:

Fourth Week: From: Through:

**Fill out and return this form to:**

If you have any questions regarding this form contact:

at

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***For Office Use Only:***

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| --- |
| Vacation dates (below) approved by:  Date:  Approved Vacation dates: |

Revised: