

DANA POINT VACATION REQUESTS FORM

TODAY'S DATE: _____

EMPLOYEE NAME: _____

VACATION _____ PERSONAL _____
(Mark One)

I WOULD LIKE MY VACATION / PERSONAL DAY TO BEGIN ON:

(DAY)

(DATE)

I WILL RETURN TO WORK ON:

(DAY)

(DATE)

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

OFFICE USE ONLY:

	VACATION	PERSONAL
TIME ALLOTTED	_____	_____
TIME TAKEN	_____	_____
LESS THIS	_____	_____
TIME REMAINING	_____	_____

PROPERTY MANAGER SIGNATURE