

# 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

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OFFICE USE ONLY:

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

PROPERTY MANAGER SIGNATURE