

Vacation Request Policy + Form

While AdmitHub has an open vacation policy, which allows team members to take the time off that they need when they need it, we do have a need to be adequately informed of when team members would like to take time off and that they have communicated with their manager to ensure that all client deliverables are accounted for during their time off.

While we recognize that last minute needs to be out of the office arise we ask that in order to help facilitate the coverage of client deliverables we request the following notification/request periods for your vacation time:

Vacation Duration	Request Minimum
0-1 Day	1 Week
2-3 Consecutive Days	2 Weeks
4-5 Consecutive Days	6 Weeks
5+ Consecutive Days	8 Weeks

The following form may be used to request vacation time:

Name of Employee: _____

Employee Signature: _____

Requested Dates for Vacation: _____

Manager Name: _____

Manager Approval: _____

Upon approval:

- Managers please send signed copy to accounting@admithub.com
- Employees please make sure to add the vacation time to the vacation calendar