MyBank

Vacation Request Form
Ref#MYBANK/2021Incoming/43

Employee information

Name: **Lea Maffioni**

Department: **Operations**

Leave request: <u>**1**</u> Day(s)

Dates of absence. From: <u>**02-02-2021**</u>   To: <u>**03-02-2021**</u>

Type of leave: <u>Vacation</u>

Reason for the Leave request (optional)

personal

I understand that this request is subject to approval by my employer.

Employee signature _____   Date 02-02-2021

Manager approval

⏜ Approved ⏜ Rejected

Manager signature _____