

## VACATION REQUEST FORM

DATE: \_\_\_\_\_  
NAME: \_\_\_\_\_  
EMPLOYEE #: \_\_\_\_\_

### INSTRUCTIONS:

A written request for vacation time is required IN ADVANCE for all exempt and non-exempt employees.

1. The employee will complete all sections of the form and sign it. Vacation hours available should be verified with the Supervisor.
2. If the Supervisor approves, they will sign the form and send it to other department managers that may be affected.
3. After Supervisor approval, it is the responsibility of the Employee to post to the corporate vacation calendar within Outlook. In Outlook open [\\public folders\\All public folders\\vacation calendar](#). Once you have selected the vacation calendar, schedule a vacation appointment for the duration of your vacation.
4. Just prior to leaving for vacation, tape a copy of your approved Vacation Request Form to either your door or to your monitor.
5. Vacations should be scheduled a minimum of 30 days in advance.
6. If vacation plans change, the employee must let his Supervisor know via e-mail. A new request must be completed for each vacation period used.

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### VACATION REQUESTED AS FOLLOWS:

	DATE FROM:	_____
	DATE THROUGH:	_____
BEGINNING NUMBER OF VACATION HOURS AVAILABLE:		_____
LESS NUMBER OF HOURS USED PER THIS REQUEST:		_____
NUMBER OF HOURS STILL AVAILABLE:		_____
EMPLOYEE SIGNATURE:	DATE:	_____
SUPERVISOR SIGNATURE: _____	DATE:	_____
_____		_____