

Employee Request for Vacation Time Form

The undersigned employee, under the terms of his or her employment, requests the following days of vacation time:

Signature of Employee _____ Date _____

Printed Name of Employee _____

This Employee Request for Vacation Time has been

☐ Approved

☐ Denied for the following reasons: _____

Signature of Employer _____ Date _____

Printed Name of Employer _____

Employee: Please keep a copy of this form for your records.