****

**Marche Leo’s**

321 Parkhurst Square, Unit B, Brampton, ON, L6T 5H5

**— Vacation Leave/Day Off Request Form —**

***(Please print)***

Employee Name: SHIVAMKUMAR PATEL Submitted : 4th August 2023

Store Location: WYNFORD **(*Example : Wynford)***

Position/Assignment: Cashier / Barista **(*Example : Cashier/Barista*)**

**I would like to request:**

A Single Vacation Day on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Use as a vacation day?** \_\_\_\_Y\_\_\_\_(YES) \_\_\_\_\_\_(NO)

Vacation Days from 17th August 2023 to 20th August 2023

##### Employee’s Signature: A black background with a black square Description automatically generated with medium confidence Date: 5th August 2023



Approved

Not Approved Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Store Manager Signature

Received/Entered

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Signature

## Total Days Available prior to this request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Total Days Available after this request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

August 2023