



Vacation Request

Employee: _____

The vacation time I am requesting is:
__ paid __ unpaid __ some paid, some unpaid.

Please fill in the date and the number of hours for each working day you are requesting.

Date(s)										
# hrs										

Total # hours to be paid _____ Total # hours to be unpaid _____

Employee Signature

Date of Request

Comments

Office Use

Vacation Hours Accrued: _____

Comments

Director Approval

Date Approved