

Date of Request \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_

# Vacation Request Form

I AM REQUESTING THE FOLLOWING DATES OFF

FOR VACATION: \_\_\_\_\_ TO \_\_\_\_\_.

Vacation Days \_\_\_\_\_

Include Holidays \_\_\_\_\_

TOTAL DAYS OFF \_\_\_\_\_

Employee signature \_\_\_\_\_

Supervisor signature \_\_\_\_\_