

**Vacation Request Form**

Procedures: Employee will complete and obtain approval from immediate supervisor.

Dates for Requested Vacation Day(s): \_\_\_\_\_

\_\_\_\_\_  
*Employee's Signature*                      *Today's Date*                      *Work Location*

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Approval from employee's immediate supervisor shall be obtained prior to vacation date(s):

\_\_\_\_\_  
*Supervisor's Signature*                      *Today's Date*

File: The completed "Vacation Request Form" shall be provided to the person submitting the payroll for the employee. This form will be maintained at the employee's work location and kept on file for three (3) years.

Review/Revised:7/10/2003