

-Certified Personnel-

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

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.