



Vacation / Time Off Request Form

Employee Name: _____
Today's Date: _____
Date (s) Requesting: _____

(VACATION ONLY) Total hours to be taken = _____

Approved

Denied

(OTHER TIME OFF)

Death in Family

Jury Duty

Other (see comments below)

(Duration)

Leave Early

Time leaving is _____

Arrive Late

Time arriving is _____

All Day

Excused

Unexcused

Vacation / Time Off covered by:

/S/

Signature Required Here

Comments:

/S/

Employee Signature

/S/

Supervisor Signature