



REQUEST FOR VACATION

To:

DATE:

Cc: Payroll Dept.

Vacation time has been requested by:

EMPLOYEE:

POSITION:

VACATION ENTITLEMENT:

Days earned from _____ to _____ = _____ Days Vacation

Days already taken:

Employee has requested to take _____ day(s) of holidays:

Commencing:

Returning to work on:

APPROVED BY:
