



<<\_CompanyName\_>>

<<\_Address1\_>>

<<\_Address2\_>>

<<\_City\_>>, <<\_StateProv\_>> <<\_PostalCode\_>>

<<\_Website\_>>

## VACATION REQUEST FORM

<b>Date:</b> February 19, 2010	<b>Approved Supervisor:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Employee:</b> [Click here and type name]	<b>Approved President:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Department:</b> [Click here and type department]	<b>Start Date:</b> [Click here and type date]
	<b>End Date:</b> [Click here and type date]
<b>I am requesting the following dates for my vacation:</b> (Please list date as start of pay week and ending date. Only one week may be requested on a form. An additional form is needed for each additional vacation request.)	
<i>Supervisor Signature</i>	<i>Date</i>
<i>President Signature</i>	<i>Date</i>
I understand that until both my Supervisor and the President sign this form, my vacation request is not approved.	
<i>Employee's Signature</i>	

Copies to Employee and Employee File



<<\_CompanyName\_>>

<<\_Address1\_>>

<<\_Address2\_>>

<<\_City\_>>, <<\_StateProv\_>> <<\_PostalCode\_>>

<<\_Website\_>>

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<b>Department:</b> [Click here and type department]	<b>Start Date:</b> [Click here and type date]
	<b>End Date:</b> [Click here and type date]
<b>I am requesting the following dates for my vacation:</b> (Please list date as start of pay week and ending date. Only one week may be requested on a form. An additional form is needed for each additional vacation request.)	
<i>Supervisor Signature</i>	<i>Date</i>
<i>President Signature</i>	<i>Date</i>
I understand that until both my Supervisor and the President sign this form, my vacation request is not approved.	
<i>Employee's Signature</i>	

Copies to Employee and Employee File