

# VACATION REQUEST AND APPROVAL

Company \_\_\_\_\_

Employee Name \_\_\_\_\_

Date Employee Was Hired \_\_\_\_\_

Days Of Vacation Entitled To \_\_\_\_\_

VACATION YEAR
Beginning: ____ / ____ / ____
Ending: ____ / ____ / ____

Please indicate your vacation request in order of preference.

CHOICE ORDER	DATE FROM	DATE TO	NUMBER OF DAYS	✓ APPROVED	✓ NEED TO RESCHEDULE
1 <sup>st</sup>	/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>
2 <sup>nd</sup>	/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>
3 <sup>rd</sup>	/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>
4 <sup>th</sup>	/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

---

---

---

---

---

---

---

---

---

---

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_