

VACATION REQUEST/APPROVAL

Employee name:	
Department:	
Date(s) requested:	Total number of days:
Second Choice, if any:	
Date of request:	Signature:

Vacation days accrued:	
Vacation days approved:	
Unused days remaining:	
Approved by:	Title:
Date:	

Vacation disapproved:	
Name:	Title:
Date:	
Reason for disapproval:	