

# VACATION REQUEST FORM

\_\_\_ Employee  
\_\_\_ Supervisor  
\_\_\_ HR

DATE \_\_\_\_\_

NAME \_\_\_\_\_

ASSIGNMENT \_\_\_\_\_ BUILDING \_\_\_\_\_

DATE OR DATES OF VACATION DAYS WANTED:

\_\_\_\_\_  
\_\_\_\_\_

APPROVED \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

\_\_\_\_\_  
**Supervisor's Signature**

**Date**

APPROVED \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

\_\_\_\_\_  
**Superintendent's Signature**

**Date**

*All vacation days are to be requested in writing to direct supervisor.*