

Vacation Request Form



Request	
Employee Name (Last, First M.I.):	
Employee Number:	Region:
Today's Date:	Supervisor:
Hire Date:	Department:
Number of Days:	
From:	To:
Approved/Denied:	
HR/Payroll Use Only	
Vacation Days/Hours Used:	
Vacation Days/Hours remaining:	
Signatures	
Employee:	Date:
Supervisor:	Date:
Management:	Date: