

# VACATION REQUEST

Employee name	Department	Date	Total days	Days used	Days available
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Requests for vacation time up to 5 business days must be submitted 1 month in advance of the dates you are requesting off. Requests for vacation time of more than 5 business days must be submitted 6 months in advance of the dates you are requesting off. Vacation notice email to all staff must be sent at a MINIMUM of 1 week prior to time you will be away.

	From	To	Return date	No. of days requested
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Notes

Total no. of days requested

<input type="text"/>	<input type="text"/>
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Days used  
(upon return)

Days remaining  
(upon return)

Employee signature

Manager

Manager signature

Date approved

