

# VACATION REQUEST

Employee name	Department	Date	Total days	Days used	Days available

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				
2				
3				
4				
5				
6				
7				
8				

Notes

Total no. of days requested

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Days used  
(upon return)

Days remaining  
(upon return)

Employee signature

Manager

Manager signature

Date approved

