



# Employee Vacation Request

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**Employee Name:**

**Today's Date:**

I am requesting the following dates off:

Month : \_\_\_\_\_

<b>FROM:</b>	SUN	MON	TUE	WED	THU	FRI	SAT
Date							

<b>TO:</b>	SUN	MON	TUE	WED	THU	FRI	SAT
Date							

Reason:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Manager's Approval

Approved       Not Approved

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: