

## VACATION REQUEST AND APPROVAL

Please complete the top half of this form, indicating your first and second choices for vacation approval. Upon completion, submit this form to the payroll department for further processing. **No vacation may be approved without first submitting this form to the payroll department.**

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee's Employment Location

\_\_\_\_\_  
Employee's Date of Hire

First Choice \_\_\_\_\_ Second Choice \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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### PAYROLL VERIFICATION

You are entitled to \_\_\_\_\_ hours of vacation as of pay period \_\_\_\_\_

\_\_\_\_\_  
Payroll Supervisor's Signature

\_\_\_\_\_  
Date

### SUPERVISOR APPROVAL

Your vacation is approved [ ☐ ]\* Your vacation is not approved [ ☐ ] for the following reasons:

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

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

\_\_\_\_\_  
Date

\* In certain instances, a Supervisor may wish to grant vacation even though it has not yet been earned. In such cases they must stipulate whether the vacation time is to be granted with or without pay.

Once completed and signed, the Supervisor is to return the original to the payroll department and a copy to the employee. **No vacation will be paid for without this form being submitted to the payroll department.**

