

# VACATION AND PERSONAL DAY REQUEST FORM

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NAME: \_\_\_\_\_  
(Please print)

DEPT: \_\_\_\_\_

DATE: \_\_\_\_\_

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VACATION DATES REQUESTED:

From: \_\_\_\_\_ To: \_\_\_\_\_

I would like to receive my vacation pay the Friday before my vacation:

Yes:

No:

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PERSONAL DATES REQUESTED:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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SUPERVISOR APPROVAL \_\_\_\_\_

MARTY GLICK APPROVAL \_\_\_\_\_

DATE \_\_\_\_\_