

Vacation Request



You're at home here.

Vacation Request for Part-time Employees

Absence Information

Employee Name: _____

Employee Number: _____

Department: _____

Manager: _____

Dates of Vacation: From: _____ To: _____

Total days/weeks of pay requested: _____
You must submit requests for vacation one week prior to taking vacation.

Employee Signature: _____ Date: _____

Manager Approval

Approved

Rejected

Comments:

Manager Signature: _____ Date: _____

