

## Vacation Request Form

Today's Date: \_\_\_\_\_ Branch: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

First Day of Vacation: \_\_\_\_\_ Last Day of Vacation: \_\_\_\_\_

Number of Days Off: \_\_\_\_\_

Please indicate how you would like to be paid for the requested dates:

- Paid as Vacation
- Unpaid
- Paid from Banked Time

This form must be used by all employees (Hourly & Salary) to request any time off whether paid or unpaid. All vacation requests must be pre-approved by your supervisor.

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

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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