

Vacation Request Form

Request details	
Employee name	
Job title	
Department	
Manager/Supervisor name	
Vacation request	<i>[Number]</i> <input type="checkbox"/> Days <input type="checkbox"/> Hours
Starting on	<i>[MM/DD/YYYY]</i>
Ending on	<i>[MM/DD/YYYY]</i>
Leave balance prior to request	<i>[Number to be filled in by HR]</i>

I understand that this request is subject to approval by my employer.	
Employee signature	
Date	<i>[MM/DD/YYYY]</i>

Notes and comments (Optional)

Employer's Decision	
<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
Employer representative signature	
Date	<i>[MM/DD/YYYY]</i>

Notes and comments (Optional)