



## VACATION REQUEST FORM

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

Organization Number: \_\_\_\_\_

FROM: \_\_\_\_\_  
(Employee requesting use of accumulated vacation)

I am requesting approval for use of my accumulated vacation hours for the following period:

From: \_\_\_\_\_  
(Month/Day/Year)

To: \_\_\_\_\_  
(Month/Day/Year)

This is a total of \_\_\_\_\_ working *days* of vacation time. Scheduled University holidays or seasonal days are *not* counted in the above.

Response:

\_\_\_\_\_ Your request for vacation is **APPROVED**.

\_\_\_\_\_ Your request for vacation is **NOT APPROVED**.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*I.D. Number*

\_\_\_\_\_  
*Administrator/Supervisor Signature*

\_\_\_\_\_  
*Date*