

REQUEST FOR VACATION/TIME OFF

Today's Date: _____ Employee: _____

Requests for time off will be approved only if adequate coverage is otherwise available. No more than two employees may be on leave at one time and for no longer than two weeks at one time. All requests for vacation/time off must be in writing and in the manager's hands at least four weeks in advance. If more than one request for the same time period is received, the final decision will be based on the date of the earliest request and the respective employee's seniority.



1ST WEEK _____ **Return to work on** _____ **Approval** _____

2ND WEEK _____ **Return to work on** _____ **Approval** _____

OTHER _____ **Return to work on** _____ **Approval** _____

Sign completed form and return to your supervisor/manager.

Signature _____ **Date** _____

Reviewed by _____ **Date** _____