



Employee Vacation Request

**Employee
Name:**

**Today's
Date:**

I am requesting the following dates off:

Month : _____

FROM:	SUN	MON	TUE	WED	THU	FRI	SAT
Date							

TO:	SUN	MON	TUE	WED	THU	FRI	SAT
Date							

Reason:

Employee Signature: _____ Date: _____

Manager's Approval

☐ Approved

☐ Not Approved

Manager's Signature: _____ Date: _____

Notes: