

# VACATION AND PERSONAL DAY REQUEST FORM

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**NAME:** \_\_\_\_\_  
(Please print)

**DEPT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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**VACATION DATES REQUESTED:**

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**I would like to receive my vacation pay the Friday before my vacation:**

**Yes:**

**No:**

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**PERSONAL DATES REQUESTED:**

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

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

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**SUPERVISOR APPROVAL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_