## **VACATION REQUEST FORM**

		Date Submitted:	
Procedures: Employee will complete and obtain approval from immediate supervisor			
Dates for Requested Vacation Day(s):	/through		
Employee's Signature	Today's Date	Work Location	
Approved Denied	Principal/Supervisor's Signatur	re	Todays Date
Approval from employee's immediate supervisor shall be obtained five (5) days prior to vacation date(s).			
Note. The completed "Vacation Request Form" shall be provided to the person submitted the payroll for the employee			