

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

ID: \_\_\_\_\_

NAME: \_\_\_\_\_



**VACATION REQUEST FORM**  
2008 - 2009 Vacation Year

*Please indicate dates and hours taken*

April 2008 \_\_\_\_\_

October 2008 \_\_\_\_\_

May 2008 \_\_\_\_\_

November 2008 \_\_\_\_\_

June 2008 \_\_\_\_\_

December 2008 \_\_\_\_\_

July 2008 \_\_\_\_\_

January 2009 \_\_\_\_\_

August 2008 \_\_\_\_\_

February 2009 \_\_\_\_\_

September 2008 \_\_\_\_\_

March 2009 \_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE signature

\_\_\_\_\_  
SUPERVISOR/DIRECTOR signature

*Form should be forwarded to Employee Services when signed.*