

**VACATION REQUEST FORM**  
2022 - 2023 VACATION YEAR



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

**EMPLOYEE ID:** \_\_\_\_\_  **Full-Time ( 100%) Employee**

**DATE:** \_\_\_\_\_  **Part-Time/Modified ( <100%) Employee**

**PLEASE INDICATE DATES AND HOURS:**

*Example for one day: 15<sup>TH</sup> (7HR)*  
*Example for a range of dates: 15<sup>th</sup> – 19<sup>th</sup> (35 HRS)*

APRIL 2022	OCTOBER 2022
MAY 2022	NOVEMBER 2022
JUNE 2022	DECEMBER 2022
JULY 2022	JANUARY 2023
AUGUST 2022	FEBRUARY 2023
SEPTEMBER 2022	MARCH 2023

Should I leave UFV prior to March 31, 2023, I authorize an adjustment to be made on my final pay to compensate for any vacation time taken but not yet accrued.

\_\_\_\_\_  
EMPLOYEE Signature

\_\_\_\_\_  
DATE

<p><b>SUPERVISOR:</b></p> <p><input type="checkbox"/> Please confirm employee has vacation hours available prior to signing request.</p> <p>_____ SUPERVISOR/DIRECTOR Signature</p>		<p><b>HR INTERNAL:</b></p> <p>_____ DATE</p> <p>_____ INITIALS</p>
<p>_____ DATE Approved</p>		

*Form should be forwarded to Human Resources when signed*