

Request For Vacation Time

Name _____

Department _____ Employee No. _____

I hereby request vacation time for the dates of:

I understand the company vacation policy and state that this request complies with it.

Signature _____ Date _____

Paid Vacation Policy: We are happy to offer paid vacation as a benefit for full-time employment. Employees are granted a week (5 working days) of paid vacation after one year and two weeks after two years. Vacation time may be taken at any time of the year. Employees are asked not to take more than two weeks of vacation time at one time. Unused vacation time can be accrued to successive years, but the company reserves the right to instruct an employee to use excess vacation time. Unused vacation time may not be converted to paid time when leaving the company, or at any other time. Please submit your vacation request at least 30 days in advance of the desired time. It is sometimes necessary to limit the number of persons on vacation at the same time from a department. Earned vacation time may be taken one day at a time. Scheduled vacation time will not affect the payroll schedule, and employees are asked not to request an advance when taking vacation time.
We hope that you enjoy this employment benefit!

Approved by: _____ (Department Head)

Approved by: _____ (Personnel Manager)

Ent. in Emp. Record by: _____ on _____ (date)

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