



## Vacation Request Form

Employees should submit vacation requests to their supervisors as far in advance as possible of the requested vacation (at least 30 calendar days in advance). Requests will be evaluated based on various factors, including anticipated workload and staffing considerations.

If this vacation request will be for more than 10 days you must contact the Human Resources Department.

All leave (vacation and sick time are not considered leave) requests **MUST** go through Human Resources.

Employee Name:

I hereby request a vacation leave commencing:

Vacation start date (first day of vacation):

Returning to work date:

Total time off:    day(s)

I have checked my accruals and I will have vacation hours to cover this period.

I understand if I do NOT have enough vacation time available I will take those hours as unpaid.

Signature of employee:

Date:

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**Authorization**

Request approved:

Supervisor:

Title:

Project #:

Request denied (Specify Reason):

Any denial of Vacation must be sent to HRA Human Resources before the employee is notified.