

# Vacation Request form



Employee Name \_\_\_\_\_ (print)

Manager Name \_\_\_\_\_ (print)

Today's Date \_\_\_\_\_

Store # \_\_\_\_\_

Vacation Hours Available \_\_\_\_\_

Vacation Hours Requested \_\_\_\_\_

	SUN	MON	TUE	WED	THU	FRI	SAT
Date							

	SUN	MON	TUE	WED	THU	FRI	SAT
Date							

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved       Not Approved

*Store Manager Signature* \_\_\_\_\_

Approved       Not Approved

*Regional Manager Signature* \_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_