

# Vacation Request Form

## Fiscal Year 2015–2016

To: \_\_\_\_\_  
From: \_\_\_\_\_

I am requesting the following vacation dates for fiscal year 2014-2015:

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

My alternate choices of vacation dates are:

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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Approved:

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

After vacation is approved, the employee should make a copy of this form for his/her records and send the original to Kathy Bland in the Administration & Finance Office.