

## EMPLOYEE VACATION REQUEST AND TIME OFF RECORD

MON TUE WED THU FRI    Date   SUN MON TUE WED THU FRI   SAT	Employee Name:						Today's	Date:	
SUN MON TUE WED THU FRI SAT  Date    SUN MON TUE WED THU FRI SAT	request the following	g dates off:				Paid Perso	onal Time Rec	quested?	
SUN MON TUE WED THU FRI SAT  Date    MON TUE WED THU FRI SAT			MON	TUE	WED	THU	FRI		
Date    Date		Date							
Date  Date  Date  Paid Personal Time Requested?  MON TUE WED THU FRI  Date  MON TUE WED THU FRI  Date  MON TUE WED THU FRI  Date  Paid Personal Time Requested?  Paid Personal Time Requested?  Paid Personal Time Requested?									
anager's Notes/Approval:  Ook the following time off unexpectedly:  Paid Personal Time Requested?  MON TUE WED THU FRI  Date  MON TUE WED THU FRI  Date  MON TUE WED THU FRI  Date  Paid Personal Time Requested?  Paid Personal Time Requested?		SUN	MON	TUE	WED	THU	FRI	SAT	
Paid Personal Time Requested?    MON   TUE   WED   THU   FRI	Date								
MON TUE WED THU FRI  Date  MON TUE WED THU FRI  Date  MON TUE WED THU FRI  Date  anager's Notes/Approval:  will miss or missed part of work on these days at this time:  Paid Personal Time Requested?	anager's Notes/App	roval:							
MON TUE WED THU FRI  Date  MON TUE WED THU FRI  Date  MON TUE WED THU FRI  Date  anager's Notes/Approval:  will miss or missed part of work on these days at this time:  Paid Personal Time Requested?									
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vill miss or missed part of work on these days at this time:  Paid Personal Time Requested?									
	anager's Notes/App	roval:							
	will miss or missad t	part of work or	n those days of	this time:		Doid Dames	nol Timo Doc	wastad?	
Day Time Out Time In Time Missed	viii iiiss oi iiissed j	part of work of						quested?	
	Day		Time Out	Tim	e In	Time Missed	<u> </u>		