

Vacation Request Form

Fiscal Year 2011–2012

To: _____
From: _____

I am requesting the following vacation dates for fiscal year 2011-2012:

My alternate choices of vacation dates are:

Employee Signature

Date

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.