



VACATION REQUEST FORM

CLIENT MANAGER APPROVAL IN EMAIL FORMAT MUST BE OBTAINED PRIOR TO TAKING LEAVE

FIRST DAY AWAY FROM WORK	
WEEKDAY	DATE

LAST DAY AWAY FROM WORK	
WEEKDAY	DATE

EMPLOYEE NAME

EMPLOYEE SIGNATURE
<p>By checking box to the right and hitting the Submit button below, I am authorizing my my submission of Vacation Request form.</p> <input type="checkbox"/>

SUBMISSION DATE

Please attach approval from manager along with this form.