

**VACATION REQUEST FORM**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ EMPLOYEE #: \_\_\_\_\_

STATION: \_\_\_\_\_

DATE OF EMPLOYMENT: \_\_\_\_\_

THE FOLLOWING DAY(S) ARE REQUESTED AS VACATION:

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

AUTHORIZED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

OFFICE APPROVAL BY: \_\_\_\_\_ DATE: \_\_\_\_\_

*This form must be completed and filed with office before vacation taken.*