



The path to great staffing starts with integrity.

## VACATION REQUEST AND APPROVAL

### PART I EMPLOYEE INFORMATION

Employee Name \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Department \_\_\_\_\_ INTERNAL or CONTRACT

Paid \_\_\_\_\_ Unpaid \_\_\_\_\_

### PART II VACATION REQUEST

Number of days requested \_\_\_\_\_

I am requesting to be off the following days:

\_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ **Total Days** \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Client Site Supervisor \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_  
(Must be signed if Contract Employee)

ITS Division Manager \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

- Vacation request must be submitted at least two weeks in advance for vacation time taken in daily increments, and at least four weeks in advance for vacation time taken in weekly increments.
- Contract employees must have their *Client Site Supervisor* approve the "Vacation Request" Form before submitting to the ITS Division Manager for final approval.
- If vacation time is taken during a payroll week, the employee is required to submit his/her time sheet prior to leaving for vacation.

Employee: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_