

## Vacation Request Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Vacation Dates Requested: \_\_\_\_\_

Alternate Dates (if applicable): \_\_\_\_\_

Please Supply all Fields and Indicate Best Method for Contact while on Leave:

Phone: \_\_\_\_\_

Cell-phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Comments: \_\_\_\_\_

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Departmental Approval