

Vacation Request

Employee Name: _____

Date of Request: _____

Store Name/# or Department _____

Employment Date: _____

I request vacation:

From: _____

Through: _____

My alternate choice is:

From: _____

Through: _____

If a holiday occurs during your vacation, please specify and request extra days below:

The Policy Manual under the section Vacation Policy outlines specific "blackout dates," and vacations are prohibited during those dates. Does this request involve any "blackout dates?" Yes ___ No_____

I prefer to split my vacation:

First Week:

From: _____

Through: _____

Second Week:

From: _____

Through: _____

Third Week:

From: _____

Through: _____

Fourth Week:

From: _____

Through: _____

Immediate Supervisors Pre-approval Signature: _____

Final Approved Vacation Dates:

Final Vacation Dates Approved by:

Date: _____