In order to fill our job responsibilities at all times, we need to plan vacation schedules as **<u>EARLY AS POSSIBLE</u>**.

Priority will be given to seniority if the same vacation time request is received simultaneously within the same department. Otherwise, time will be assigned in order of request.

I wish to request _____days and/or_____hours vacation.

First day off _____ last day off_____

If partial day, time of day off_____ (AM / PM)

_____   _____
     (Date Requested)   (Employee)

_____   _____
     (Date Approved)   (Supervisor)