

Vacation/Sick Time Request			
Reference Number 25.00 Forms	Approval 7/1/2009	Effective Date 7/1/2009	Page 1 of 1

Employees should submit vacation requests to their supervisors as far in advance as possible of the requested vacation (preferably 30 calendar days in advance). Requests will be evaluated based on various factors, including anticipated workload and staffing considerations. All employees are expected to adhere to the policies regarding vacation (4.19) and sick time (4.14) as outlined in the Human Resources Policies.

Employee Name *(please print)*: _____

I hereby request vacation time I hereby request sick time**

Start date: _____ Returning to work date: _____ Total time off (hours/days): _____

I have checked my accruals, and I currently have _____ vacation hours/days or _____ sick hours/days to cover this request (initial) _____

For nonexempt, I understand if I do not have enough vacation or sick time available I will take these hours as unpaid (initial) _____

Signature of employee: _____ Date: _____

Authorization

Request approved: _____ Date _____

Supervisor Signature: _____

Title: _____

Request denied (Specify Reason): _____ Date _____

Supervisor Signature: _____

Title: _____

**If an employee is requesting 5 days or more for sick time, please notify Human Resource department immediately.