

**VACATION / PERSONAL DAY
REQUEST FORM**



Please indicate the period covered by this request:

Month(s): _____ Number of Work Days: _____

Date(s): From _____ To _____

Vacation Day(s) _____ or Personal Day(s) _____

If a vacation pay advance is requested, please complete the following:

***Paychecks are available on regular pay dates only.**

I would like my (pay period) _____ paycheck on (pay date) _____

Employee's Name _____
(Please Print)

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Upon completion, please forward to the Human Resources Office.