

 **2016 Vacation Request**

 **Instructions:**

 Mark with an **X** the vacation days requested on the calendar below. Sign and return this form to Phil by

 **April 1, 2016.** Requests submitted before April 1, 2016 will take into account seniority and staffing requirements. On or after the due date, requests will be considered on a first come basis, again taking into account staffing requirements.

 **Employee Information**

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Hire Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of Vacation Days Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| **January 2016** |
| **Su** | **Mo** | **Tu** | **We** | **Th** | **Fr** | **Sa** |
|   |   |   |   |   | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |   |   |   |   |   |   |

 |

|  |
| --- |
| **February 2016** |
| **Su** | **Mo** | **Tu** | **We** | **Th** | **Fr** | **Sa** |
|   | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 |   |   |   |   |   |
|   |   |   |   |   |   |   |

 |

|  |
| --- |
| **March 2016** |
| **Su** | **Mo** | **Tu** | **We** | **Th** | **Fr** | **Sa** |
|   |   | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |   |   |
|   |   |   |   |   |   |   |

 |

|  |
| --- |
| **April 2016** |
| **Su** | **Mo** | **Tu** | **We** | **Th** | **Fr** | **Sa** |
|   |   |   |   |   | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
|   |   |   |   |   |   |   |

 |
|

|  |
| --- |
| **May 2016** |
| **Su** | **Mo** | **Tu** | **We** | **Th** | **Fr** | **Sa** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |   |   |   |   |
|   |   |   |   |   |   |   |

 |

|  |
| --- |
| **June 2016** |
| **Su** | **Mo** | **Tu** | **We** | **Th** | **Fr** | **Sa** |
|   |   |   | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |   |   |
|   |   |   |   |   |   |   |

 |

|  |
| --- |
| **July 2016** |
| **Su** | **Mo** | **Tu** | **We** | **Th** | **Fr** | **Sa** |
|   |   |   |   |   | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |   |   |   |   |   |   |

 |

|  |
| --- |
| **August 2016** |
| **Su** | **Mo** | **Tu** | **We** | **Th** | **Fr** | **Sa** |
|   | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |   |   |   |
|   |   |   |   |   |   |   |

 |
|

|  |
| --- |
| **September 2016** |
| **Su** | **Mo** | **Tu** | **We** | **Th** | **Fr** | **Sa** |
|   |   |   |   | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |   |
|   |   |   |   |   |   |   |

 |

|  |
| --- |
| **October 2016** |
| **Su** | **Mo** | **Tu** | **We** | **Th** | **Fr** | **Sa** |
|   |   |   |   |   |   | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |   |   |   |   |   |

 |

|  |
| --- |
| **November 2016** |
| **Su** | **Mo** | **Tu** | **We** | **Th** | **Fr** | **Sa** |
|   |   | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |   |   |   |
|   |   |   |   |   |   |   |

 |

|  |
| --- |
| **December 2016** |
| **Su** | **Mo** | **Tu** | **We** | **Th** | **Fr** | **Sa** |
|   |   |   |   | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|   |   |   |   |   |   |   |

 |

 Employee's Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you require vacation pay. Please fill out reverse side**

For Office Use Only

 Dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of Days\_\_\_\_\_\_\_ Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_# of Days Left \_\_\_\_\_\_\_\_\_\_\_\_

 Dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of Days\_\_\_\_\_\_\_ Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_# of Days Left \_\_\_\_\_\_\_\_\_\_\_\_

 Dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of Days\_\_\_\_\_\_\_ Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_# of Days Left \_\_\_\_\_\_\_\_\_\_\_\_

Nov 24, 2015

 **Amount of vacation pay requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 I would like this paid in place of earnings for the week of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 or

 I would like this deposited Month \_\_\_\_\_ Day\_\_\_\_\_ Year\_\_\_\_\_

 (Remember this date must be a Thursday)

 Nov 24, 2015