

**VACATION LEAVE  
REQUEST FORM**

**INSTRUCTIONS:** Each employee is to fill out one copy of this form for vacation leave. This request must be completed at least three (3) duty days prior to the date(s) of absence. One copy is to be turned in to the Central Office.

**EMPLOYEE'S NAME** \_\_\_\_\_

**DATE(S) OF ABSENCE** \_\_\_\_\_

**TOTAL HOURS THIS ABSENCE** \_\_\_\_\_

**TOTAL CONSECUTIVE DAYS THIS ABSENCE** \_\_\_\_\_

\_\_\_\_\_  
**ADMINISTRATOR**

\_\_\_\_\_  
**EMPLOYEE**