

## EMPLOYEE VACATION REQUEST

EMPLOYEE NUMBER					

JOB CODE

RES/LOC			

FUNCTION			

ENTER MONTH, DAY + YEAR FOR EACH VACATION DAY TO BE PAID

NO. OF DAYS

	MO	DAY	YR	MO	DAY	YR	MO	DAY	YR	MO	DAY	YR	MO	DAY	YR	
WEEK ONE																
WEEK TWO																
WEEK THREE																
WEEK FOUR																
WEEK FIVE																
<b>TOTAL VACATION DAYS</b>																

PREVIOUS TRIP PRIOR TO VACATION

JOB SYMBOL	MONTH	DAY	REGULAR ASSIGNED	EXTRA	AVAILABLE	SENIORITY DATE		
						DAY	YEAR	MONTH

HOME CREW BASE	DIVISION

INITIALS

F	M	LAST NAME	KIND OF SERVICE

SIGNATURE OF EMPLOYEE	DATE SUBMITTED	APPROVED BY	DATE	AUTHORIZATION CODE