VACATION OR STAT DAY REQUEST

Name: _____

❑ Hereby request: Vacation   (# of Days _____)

From _____ To: _____ (inclusive)
         date   date

❑ Hereby request: Stat Day   ❑ Other

Holiday: _____ Date requested:_____

_____   _____
         Date   Signature of Employee

ACKNOWLEDGEMENT

Name: _____

❑ Granted   ❑ Not Granted   Vacation   (# of Days _____)

From _____ To: _____ (inclusive)
         date   date

❑ Granted   ❑ Not Granted   ❑ Stat Day   ❑ Other

Holiday: _____ Date requested:_____

_____   _____
         Date   Signature of Supervisor