

ADVANCE VACATION/PERSONAL LEAVE REQUEST

NAME _____ DATE SUBMITTED _____

I am requesting the following days off:

From (date) _____, to (date) _____; a total of _____ (#) days

Of those days please account for them as follows:

_____ (#) Days as personal leave/vacation (paid, if eligible)

_____ (#) Days as unpaid days

I understand this time off is contingent on the approval of my supervisor based on the needs of the store.

Employee signature

Supervisor signature

ADVANCE VACATION/PERSONAL LEAVE REQUEST

NAME _____ DATE SUBMITTED _____

I am requesting the following days off:

From (date) _____, to (date) _____; a total of _____ (#) days

Of those days please account for them as follows:

_____ (#) Days as personal leave/vacation (paid, if eligible)

_____ (#) Days as unpaid days

I understand this time off is contingent on the approval of my supervisor based on the needs of the store.

Employee signature

Supervisor signature

ADVANCE VACATION/PERSONAL LEAVE REQUEST

NAME _____ DATE SUBMITTED _____

I am requesting the following days off:

From (date) _____, to (date) _____; a total of _____ (#) days

Of those days please account for them as follows:

_____ (#) Days as personal leave/vacation (paid, if eligible)

_____ (#) Days as unpaid days

I understand this time off is contingent on the approval of my supervisor based on the needs of the store.