



## Vacation Notification Form

\_\_\_\_\_ (By Employee)

Requests a vacation leave commencing \_\_\_\_\_ through \_\_\_\_\_. Please add this information to the Company Vacation Calendar.

Thank you for your attention to this matter.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Printed Name of Employee

Date: \_\_\_\_\_

\_\_\_\_\_  
**EMPLOYER AUTHORIZATION**

Request Approved: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Comments/Conflicts \_\_\_\_\_  
\_\_\_\_\_

Updated Company Calendar: \_\_\_\_\_