



Vacation/Time off Request Form

(all staff and subcontractors, please turn completed to your team leader or Cat in HR)

PLEASE REMEMBER: Do not schedule a day off or vacation or book flights until the time off has been approved by HR. Not all requests are able to be approved.

Date of Request_____ **Position held**_____

Employee Name _____

Dates Requested

[illegible]

Any other info you would like to supply? _____

-----*Administrative Use Only*-----

Vacation date approved		Vacation paid	
yes	no	yes	no

Entered: ☐ *Google Doc* ☐ *Mind Body* ☐ *HR Chart* ☐ *Sat shift doc*

[illegible]