



### VACATION REQUEST FORM

Name: \_\_\_\_\_ Jobsite: \_\_\_\_\_  
*(Please Print)*

**NOTE:** Request should be submitted to your supervisor at least two weeks in advance or as soon as possible. Due to our COVID protocols, if you will be going out of the country or out of the state, you are required to do the following upon your return:

<p><b>Traveling Outside the Country OR Outside of the State?</b> <i>Please notify Laura &amp; Ashley</i></p>	<p>Before returning to work, you have two options:</p> <ol style="list-style-type: none"> <li>1) Two negative COVID tests that are taken 24 hours apart. (These results must be sent to <a href="mailto:HR@compass-gc.com">HR@compass-gc.com</a>.) <b>First test to be taken 48 hours after return.</b></li> <li>2) 10-day quarantine at home with no symptoms (<i>if you are not able to work from home, vacation or sick leave hours can be used, if available, or time off w/o pay</i>)</li> </ol>
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City & State of Travel: \_\_\_\_\_

I would like to request the following vacation day(s):

Date Time off Begins: \_\_\_\_\_

Date Time off Ends: \_\_\_\_\_

Date Returning to Work: \_\_\_\_\_

Total Hours Requested: \_\_\_\_\_

Current Hours Accrued: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date

Completed form should be submitted to [hr@compass-gc.com](mailto:hr@compass-gc.com).

<b>HUMAN RESOURCES DEPARTMENT USE ONLY</b>		
Hours: _____	Processed By: _____	Date: _____