



## VACATION REQUEST FORM

Name: \_\_\_\_\_ Location: \_\_\_\_\_  
(Please Print)

**NOTE:** Request should be submitted to your supervisor at least three weeks in advance or as soon as possible.

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

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

\_\_\_\_\_  
Date

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

HUMAN RESOURCES DEPARTMENT USE ONLY

Hours: \_\_\_\_\_ Processed By: \_\_\_\_\_ Date: \_\_\_\_\_