# VACATION LEAVE REQUEST FORM

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| Employee Name:  |
| Date Submitted:  | Contract/Task Assignment: |  |
| Dates: Leave Start: Leave End: Returning to Work:  |
| Current Vacation Leave Balance: Number of Hours Requested:  |

**Excerpts from “Employee Handbook”**

Requests for vacation leave must be submitted to the employee's supervisor in writing using the Vacation Leave Request Form, unless it is for a period of less than 24 hours and/or to Osatisfy a valid emergency situation, wherein an oral request to the supervisor will suffice. Full consideration will be given to the employee's preference in scheduling vacations. Where RiteNet business requirements dictate, or when individuals with similar duties in the same location have requested conflicting dates, the employee who first requested the time period will be granted leave. If the employees submit the leave requests at the same time, the employee with seniority will be granted the leave.

Employees who leave (terminate employment) and have used more vacation time than they have earned will have the appropriate amount deducted from their final paycheck.

Employee Signature Date

**APPROVALS:**

Supervisor Signature Date

Project Manager Signature Date