

**VACATION REQUEST FORM**  
2020 - 2021 VACATION YEAR



**NAME:** \_\_\_\_\_

**EMPLOYEE ID:** \_\_\_\_\_ ☐ **Full-Time ( 100%) Employee**

**DATE:** \_\_\_\_\_ ☐ **Part-Time/Modified ( <100%) Employee**

**PLEASE INDICATE DATES AND HOURS:**

*Example for one day: 15<sup>TH</sup> (7HR)*

*Example for a range of dates: 15<sup>th</sup> – 19<sup>th</sup> (35 HRS)*

APRIL 2020	OCTOBER 2020
MAY 2020	NOVEMBER 2020
JUNE 2020	DECEMBER 2020
JULY 2020	JANUARY 2021
AUGUST 2020	FEBRUARY 2021
SEPTEMBER 2020	MARCH 2021

Should I leave UFV prior to March 31, 2021, I authorize an adjustment to be made on my final pay to compensate for any vacation time taken but not yet accrued.

\_\_\_\_\_  
EMPLOYEE Signature

\_\_\_\_\_  
DATE

<b>SUPERVISOR:</b>  <input type="checkbox"/> Please confirm employee has vacation hours available prior to signing request.  _____ SUPERVISOR/DIRECTOR Signature	<b>HR INTERNAL:</b>  _____ DATE  _____ INITIALS
_____ DATE Approved	

*Form should be forwarded to Human Resources when signed*