2010 Vacation Request™

Instructions:
1. Complete the Employee Information section.
2. Mark with an X the days requested on the calendar below.
3. Return this form to your supervisor.

EMPLOYEE INFORMATION

Name _____ Date _____

Dept. _____ Status: ☐ Full-Time ☐ Part-Time

ID # _____ Hire/Seniority Date _____ # of Vacation Days Due _____

Supervisor's Name _____ Title _____

FIRST QUARTER

JANUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SECOND QUARTER

APRIL

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

THIRD QUARTER

JULY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

FOURTH QUARTER

OCTOBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Requesting Employee's Signature _____

☐ Approved ☐ Must Reschedule Supervisor's Signature _____

Remarks: _____

RETURN THIS REQUEST TO YOUR SUPERVISOR

For Office Use

Route To:

_____

_____

_____

_____

_____

Notes/Remarks:

_____

_____

_____

_____

_____

_____

_____

_____

_____

IMPORTANT DATES

JANUARY
- 1 New Year's Day
- 18 Martin Luther King Jr. Day

FEBRUARY
- 14 Valentine's Day
- 15 Presidents' Day
- 17 Ash Wednesday

MARCH
- 17 St. Patrick's Day
- 28 Palm Sunday
- 30 Passover

APRIL
- 2 Good Friday
- 4 Easter Sunday

MAY
- 9 Mother's Day
- 15 Armed Forces Day
- 31 Memorial Day

JUNE
- 20 Father's Day

JULY
- 4 Independence Day
- 5 Independence Day Observed

SEPTEMBER
- 6 Labor Day
- 9 Rosh Hashanah
- 18 Yom Kippur

OCTOBER
- 11 Columbus Day
- 31 Halloween

NOVEMBER
- 2 Election Day
- 11 Veterans Day
- 25 Thanksgiving Day

DECEMBER
- 2 First Day of Hanukkah
- 24 Christmas Day Observed
- 25 Christmas Day
- 31 New Year's Eve

©2009 HRdirect