



Allow up to 2 Weeks for Processing Vacation Request Form

You may request vacation time throughout the year. When more than one employee has requested the same time and when this would make it difficult to provide quality service or meet projected schedules, requests will be considered in the order in which they are received. Every effort will be made to honor your vacation request.

Date: ____/____/____

I, _____, would like to request my 40 hour Vacation Check.
PRINT NAME

Check the box that applies:

I would like to receive 40 hours while continuing to work.

or

I would like to request the following days off and receive 40 vacation hours of pay.

Please process the pay Before During After my time off.

Vacation Dates Requested: ____/____/____ through ____/____/____

Signature of Employee

Date

By signing above, I understand that this is a request and that I have to be employed with All Star I & E, Inc. for an entire year (**52 weeks**) to qualify.

Also, I understand that any arranged time-off from work is subject to the approval of the appropriate Administrator or Supervisor.

I further understand that if I do NOT have enough vacation time available, I will take those hours off and unpaid.

Signature of Supervisor

Date

Submit Original To The Office for Approval

For Office Use Only

Vacation Check Paid to Employee On Wk Ending: _____

Initials: _____