

Vacation Request

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Earned Vacation Balance: "As of Date"				Balaı				Payroll Clerk's Initials:		
catio	n(s) Requ	ested: All d	lates inclusive	e. (Minimum one hour.)						
		Preferred						Alternate		
noice	Days	Hours	From	To (Including)	Choice	Days	Hours	From	To (Including)	
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2					2A					
3					3A					
			n connection with a propriate leave of at	vacation period? osence form.) YES]NO _		Signature of Employ	/ee	Date	
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oice(s)) that is (are) approved:			Re	marks:				
		Administrator	approval	Date						
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Preferably before departing on vacation, or without fail upon returning, submit Certificate of Absence to Payroll Clerk. If vacation falls in two pay periods, submit one for each period.