

Moody's Electric

Leave/Vacation Request and Approval

Today's Date: _____

Name: _____

I have been employed here _____ year(s) and _____ month(s).

My hire date was _____.

I am entitled to _____ day(s) of vacation.

At this time I have _____ day(s) of vacation available until my anniversary date.

I am requesting _____ day(s) off for vacation.

Job Name I am currently working at _____

Here are my first, second, and third choices for vacation time.

1st choice: From _____ to _____

2nd choice: From _____ to _____

3rd choice: From _____ to _____

4th choice: Vacation pay only with no time off _____

Signature _____

Employee _____

Vacation time is approved as follows:

Day(s) _____ From _____ to _____

Vacation time rejected – Reason:

Approved by: _____