



vacation Request for Contract Employees

Name: _____ Category: _____

Organizational Unit: _____ Project: _____

Cost Center: _____

VACATION REQUEST

As I am entitled to _____ days of vacation carried over from the previous calendar year, I hereby request your authorization to take this time off:

☐ Following: _____ to _____

☐ Interpolated, during the periods of: _____

CHANGE TO VACATION TIME

Having been authorized to take _____ days of vacation during the period from _____ to _____, I hereby request your authorization to take this vacation during the periods from _____ to _____, and from _____ to _____, and to take _____ days at a later date, for the following reason:

☐ Personal reasons

☐ Others: _____

VACATION NOTICE

Following the approval of my vacation request, I am writing to inform you that I will be taking _____ days of vacation, starting on _____

I would also like to note that I can be contacted for: _____

ACCUMULATION OF VACATION DAYS

Having been authorized to take _____ days of vacation during the periods from _____ to _____ and from _____ to _____, I hereby request your authorization to carry over these days to the coming year _____, to be taken by April 30 of that year.

Location: _____

Date: ____/____/____

Sig: _____



Approval Workflow

SUPREME COURT ORDER |

Date: ____/____/____

Signature: _____

Human Resources Assessment |

Date: ____/____/____

Signature: _____

Order from a Superior |

Date: ____/____/____

Signature: _____