

**HARDEE COUNTY
BOARD OF COUNTY COMMISSIONERS**

Request for Vacation

Date: _____ **Employee Name:** _____

The following dates for vacation are requested:

1st Choice: _____ **through** _____

2nd Choice: _____ **through** _____

It is understood that the Department Head may have to modify the vacation schedule if necessary.

Employee Signature

1st Choice approved

2nd Choice approved

Supervisor Signature

Department Head Signature

Request for advance vacation pay must be made in writing and in person to the Human Resource Department at least twenty (20) days in advance of the pay period for which payment is desired.

The employee requests vacation pay in advance for one (1) week to be payable on the pay period of _____ **.**

Employee Signature

Received in Human Resource: _____

Advance Pay approved

Advance Pay disapproved

Payroll Department