

Vacation, Floating Holiday and Time-Out Request

for

Operators

(Floating Holidays and Vacations of less than 5 consecutive days **MUST BE RECEIVED** by HR Dept. at least 5 days in advance.)

(Vacations of 5 consecutive days or more **MUST BE RECEIVED** by HR Dept. at least 15 days in advance.)

*Time out requests **MUST BE RECEIVED** by HR 5 days in advance and are given solely at the discretion of HR.

PART I - APPLICATION (Employee)			
Request Type:	<input type="checkbox"/> VACATION	<input type="checkbox"/> FLOATING HOLIDAY	<input type="checkbox"/> TIME OUT*
Emp# _____	Employee Name _____		
First day of vacation / FH _____	<input type="checkbox"/> Full day	<input type="checkbox"/> Half day	
Last day of vacation / FH _____	<input type="checkbox"/> Full day	<input type="checkbox"/> Half day	
Total number of hours requested _____			
Time Outs: _____	Date _____	Time _____	_____
For Time Outs Only - Reason: _____			
Employee Signature _____			Today's Date _____

PART II - APPROVAL (H.R. Dept. ONLY)	Date Received _____
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	
REASON: _____	
Human Resources Signature _____	Date _____

PART III - VERIFICATION (H.R. Dept. ONLY)	
<input type="checkbox"/> VERIFIED <input type="checkbox"/> DENIED	
REASON: _____	
Human Resources Signature _____	Date _____
<i>Employee may only take requested Vacation/Floating Holiday/Time Out upon receipt of APPROVAL and VERIFICATION. Return top portion of request to employee, forward bottom portion to payroll for calculation of Vac / FH Balances.</i>	

VACATION / FLOATING HOLIDAY BALANCE CALCULATION			
Emp# _____	Employee Name _____	Request Date _____	
VAC / FH REQUEST:	From: _____	To: _____	Total Hours: _____
Vacation Hours Used _____	FH Hours Used _____		_____
Vacation Hours Reserved _____	FH Hours Reserved _____		_____
Available Vacation Hours _____	Available FH Hours _____		_____
Vacation Hours Requested _____	FH Hours Requested _____		_____
Vacation Balance _____	FH Balance _____		_____
Vacation Accrual Date _____			
Payroll Signature _____			Date _____