

Vacation / PTO Request

Name: _____

Today's Date: _____

Dates Requested: _____

Manager's Approval: _____

Date Approved: _____

Office Notes: _____

Employee Copy

Vacation / PTO Request

Name: _____

Today's Date: _____

Dates Requested: _____

Manager's Approval: _____

Date Approved: _____

Office Notes: _____

Office Copy

Vacation / PTO Request

Name: _____

Today's Date: _____

Dates Requested: _____

Manager's Approval: _____

Date Approved: _____

Office Notes: _____

Employee Copy

Vacation / PTO Request

Name: _____

Today's Date: _____

Dates Requested: _____

Manager's Approval: _____

Date Approved: _____

Office Notes: _____

Office Copy

Vacation / PTO Request

Name: _____

Today's Date: _____

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Office Notes: _____

Employee Copy

Vacation / PTO Request

Name: _____

Today's Date: _____

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Office Notes: _____

Office Copy