

Employee Vacation Request

Logo

Department:

Supervisor Name:

Note:

Vacation Requested by	Starting	Ending	Status

2016

January							February							March								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
31					1	2		1	2	3	4	5	6			1	2	3	4	5		
	3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12	
	10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19	
	17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26	
	24	25	26	27	28	29	30	28	29					27	28	29	30	31				
April							May							June								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2	1	2	3	4	5	6	7			1	2	3	4			
	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
	24	25	26	27	28	29	30	29	30	31				26	27	28	29	30				
July							August							September								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
31					1	2		1	2	3	4	5	6				1	2	3			
	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
	24	25	26	27	28	29	30	28	29	30	31			25	26	27	28	29	30			
October							November							December								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
30	31					1		1	2	3	4	5				1	2	3				
		2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
		9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
		16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
		23	24	25	26	27	28	29	27	28	29	30			25	26	27	28	29	30	31	