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| **Employee Vacation Request *LOGO*** | | | | | | | |
| Department: | | | |  | **2023** | | |
|  |
| Supervisor Name: | | | |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | January | | | | | | | | **S** | **M** | **T** | **W** | **T** | **F** | **S** | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | | **8** | **9** | **10** | **11** | **12** | **13** | **14** | | **15** | **16** | **17** | **18** | **19** | **20** | **21** | | **22** | **23** | **24** | **25** | **26** | **27** | **28** | | **29** | **30** | **31** |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | February | | | | | | | | **S** | **M** | **T** | **W** | **T** | **F** | **S** | |  |  |  | **1** | **2** | **3** | **4** | | **5** | **6** | **7** | **8** | **9** | **10** | **11** | | **12** | **13** | **14** | **15** | **16** | **17** | **18** | | **19** | **20** | **21** | **22** | **23** | **24** | **25** | | **26** | **27** | **28** |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | March | | | | | | | | **S** | **M** | **T** | **W** | **T** | **F** | **S** | |  |  |  | **1** | **2** | **3** | **4** | | **5** | **6** | **7** | **8** | **9** | **10** | **11** | | **12** | **13** | **14** | **15** | **16** | **17** | **18** | | **19** | **20** | **21** | **22** | **23** | **24** | **25** | | **26** | **27** | **28** | **29** | **30** | **31** |  | |
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| Note: | | | |  |
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| *Vacation Requested by* | *Starting* | *Ending* | *Status* |  |
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