|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Vacation Request *LOGO*** | | | | | | | |
| Department: | | | |  | **2025** | | |
|  |
| 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** | | **30** | **31** |  |  |  |  | **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** | |
|  |
| Note: | | | |  |
|  |
|  |
|  |
| *Vacation Requested by* | *Starting* | *Ending* | *Status* |  |
|  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | April | | | | | | | | **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** |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | May | | | | | | | | **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** | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | June | | | | | | | | **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** |  |  |  |  |  | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | July | | | | | | | | **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** |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | August | | | | | | | | **S** | **M** | **T** | **W** | **T** | **F** | **S** | | **31** |  |  |  |  | **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** | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | September | | | | | | | | **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** |  |  |  |  | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | October | | | | | | | | **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** |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | November | | | | | | | | **S** | **M** | **T** | **W** | **T** | **F** | **S** | | **30** |  |  |  |  |  | **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** | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | December | | | | | | | | **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** |  |  |  | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |