

# Employee Vacation Request

**LOGO**

Department:

Supervisor Name:

**Note:**

2028

| January |    |    |    |    |    |    | February |    |    |    |    |    |    | March     |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| 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  | 4  |
| 2       | 3  | 4  | 5  | 6  | 7  | 8  | 6        | 7  | 8  | 9  | 10 | 11 | 12 | 5         | 6  | 7  | 8  | 9  | 10 | 11 |
| 9       | 10 | 11 | 12 | 13 | 14 | 15 | 13       | 14 | 15 | 16 | 17 | 18 | 19 | 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 16      | 17 | 18 | 19 | 20 | 21 | 22 | 20       | 21 | 22 | 23 | 24 | 25 | 26 | 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 23      | 24 | 25 | 26 | 27 | 28 | 29 | 27       | 28 | 29 |    |    |    |    | 26        | 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  |
| 30      |    |    |    |    |    | 1  |          | 1  | 2  | 3  | 4  | 5  | 6  |           |    |    |    | 1  | 2  | 3  |
| 2       | 3  | 4  | 5  | 6  | 7  | 8  | 7        | 8  | 9  | 10 | 11 | 12 | 13 | 4         | 5  | 6  | 7  | 8  | 9  | 10 |
| 9       | 10 | 11 | 12 | 13 | 14 | 15 | 14       | 15 | 16 | 17 | 18 | 19 | 20 | 11        | 12 | 13 | 14 | 15 | 16 | 17 |
| 16      | 17 | 18 | 19 | 20 | 21 | 22 | 21       | 22 | 23 | 24 | 25 | 26 | 27 | 18        | 19 | 20 | 21 | 22 | 23 | 24 |
| 23      | 24 | 25 | 26 | 27 | 28 | 29 | 28       | 29 | 30 | 31 |    |    |    | 25        | 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  |
| 30      | 31 |    |    |    |    | 1  |          |    | 1  | 2  | 3  | 4  | 5  |           |    |    |    |    | 1  | 2  |
| 2       | 3  | 4  | 5  | 6  | 7  | 8  | 6        | 7  | 8  | 9  | 10 | 11 | 12 | 3         | 4  | 5  | 6  | 7  | 8  | 9  |
| 9       | 10 | 11 | 12 | 13 | 14 | 15 | 13       | 14 | 15 | 16 | 17 | 18 | 19 | 10        | 11 | 12 | 13 | 14 | 15 | 16 |
| 16      | 17 | 18 | 19 | 20 | 21 | 22 | 20       | 21 | 22 | 23 | 24 | 25 | 26 | 17        | 18 | 19 | 20 | 21 | 22 | 23 |
| 23      | 24 | 25 | 26 | 27 | 28 | 29 | 27       | 28 | 29 | 30 | 31 |    |    | 24        | 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  |
| 1       | 2  | 3  | 4  | 5  | 6  | 7  |          |    |    | 1  | 2  | 3  | 4  | 31        |    |    |    |    | 1  | 2  |
| 8       | 9  | 10 | 11 | 12 | 13 | 14 | 5        | 6  | 7  | 8  | 9  | 10 | 11 | 3         | 4  | 5  | 6  | 7  | 8  | 9  |
| 15      | 16 | 17 | 18 | 19 | 20 | 21 | 12       | 13 | 14 | 15 | 16 | 17 | 18 | 10        | 11 | 12 | 13 | 14 | 15 | 16 |
| 22      | 23 | 24 | 25 | 26 | 27 | 28 | 19       | 20 | 21 | 22 | 23 | 24 | 25 | 17        | 18 | 19 | 20 | 21 | 22 | 23 |
| 29      | 30 | 31 |    |    |    |    | 26       | 27 | 28 | 29 | 30 |    |    | 24        | 25 | 26 | 27 | 28 | 29 | 30 |