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VACATION REQUEST

Employee:	
Job title:	Home site:
Start date:	End date:
Return to work date:	
Comments:	
Employee Signature:	Date:

RESPONSE TO VACATION REQUEST

Your request for vacation time is:	Approved	Not approved
Subject to the following conditions:		
Comments:		
Entitlement Taken:		
Supervisor's Signature:	Date:	

Office Use Only:

Vacation pay entitlement:	Release on pay period:
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