



# Vacation Request Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Store Number: \_\_\_\_\_ Hire Date: \_\_\_\_\_

You have \_\_\_\_\_ vacation days available this year.

Please submit this form to your supervisor for approval, in order for us to accommodate your request.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Vacation Policy

- Vacation requests must be submitted to your General Manager or Supervisor at least 60 days in advance.
- July & August requests should be avoided as they are our busiest months.
- Vacations should only include one weekend on the front side or back side of your request, but not both.
- If you do not use up your vacation by the end of the year, you will be paid out for your time. If you are hourly, the amount will be based on your average weekly hours, not to exceed 40 hours or 45 hours for GM's.
- You will be notified if your vacation request is approved.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
Supervisor