

# Moody's Electric

## Leave/Vacation Request and Approval

Today's Date: \_\_\_\_\_

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

I have been employed here \_\_\_\_\_ year(s) and \_\_\_\_\_ month(s).

My hire date was \_\_\_\_\_.

I am entitled to \_\_\_\_\_ day(s) of vacation.

At this time I have \_\_\_\_\_ day(s) of vacation available until my anniversary date.

I am requesting \_\_\_\_\_ day(s) off for vacation.

Job Name I am currently working at \_\_\_\_\_

Here are my first, second, and third choices for vacation time.

1<sup>st</sup> choice: From \_\_\_\_\_ to \_\_\_\_\_

2<sup>nd</sup> choice: From \_\_\_\_\_ to \_\_\_\_\_

3<sup>rd</sup> choice: From \_\_\_\_\_ to \_\_\_\_\_

4<sup>th</sup> choice: Vacation pay only with no time off \_\_\_\_\_

Signature \_\_\_\_\_

-----  
Employee \_\_\_\_\_

Vacation time is approved as follows:  
Day(s) \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Vacation time rejected – Reason:  
\_\_\_\_\_

Approved by: \_\_\_\_\_