



**HAYWARD
ELECTRIC**

Vacation Request Form

NAME _____

DATES REQUESTED

FROM _____

TO _____

ACTUAL DATE THAT YOU WILL BE BACK TO WORK _____

DO YOU WISH TO TAKE YOUR VACATION PAID OR UNPAID? _____

HOW MANY TOTAL HOURS DO YOU WISH TO BE PAID? _____

DO YOU WANT YOUR CHECK MAILED TO YOUR HOME? _____

| | |
|-------------------------|-------|
| <u>Office use only</u> | |
| Human Resource Approval | _____ |
| Hours Available | _____ |
| Scheduling Approval | _____ |
| Date Received | _____ |