



**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	_____