



## 9.8 Vacation time request form

Employees who meet the criteria for health benefits are also provided vacation time as part of their remuneration.

**However, even if you do not qualify for paid vacation we need to plan so we can cover your shifts.** Vacation time must be approved so that we have adequate time to cover missed shifts and to make sure that no more than 1 staff member is on vacation at a time. In order to do this the following procedures **MUST** be followed:

1. Vacation time must be requested **IN WRITING** at **LEAST 45 days** before you plan to take that time.
2. **Vacation requests are NOT automatically approved. Do not purchase plane tickets, etc., until you have confirmation that your time has been approved. If we can only accommodate part of your request, you have the option of requesting a later date or taking vacation for the days that we can cover and covering the shifts we cannot cover.**
3. Times that are in high demand are allotted on a first come first serve basis, so the earlier you request a vacation the more likely it is that we can accommodate you.

DATE form received in office: \_\_\_\_\_ Office manager initials: \_\_\_\_\_

I (your name) \_\_\_\_\_, am requesting the following days/shifts  
off for vacation:

\_\_\_\_\_  
\_\_\_\_\_

**LIST ALL SHIFTS!!!! YOU MAY FIND YOURSELF HAVING TO COVER ANY SHIFTS YOU FORGOT TO LIST.**

Date Approved: (Office manager signature)

\_\_\_\_\_

Date modified dates requested: (Office manager signature)

\_\_\_\_\_