



The Polus Center for Social and Economic Development,

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## Request for Vacation/Holiday Leave

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

Program: \_\_\_\_\_

This is to request I be given vacation/holiday leave on the following dates:

Dates: \_\_\_\_\_ to \_\_\_\_\_

Number of Hours: \_\_\_\_\_

Check type of time taken and amount:

Holiday: \_\_\_\_\_ hours

Vacation: \_\_\_\_\_ hours

Signature: \_\_\_\_\_

Supervisor's Approval: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

**\*All requests must be submitted and approved by your supervisor 2 weeks in advance of the first date requested.**