

**VACATION REQUEST/  
REDUCED WORK DAY FORM**

**Submit to: Field Resources Coordinator  
Fax: 000-000-0000**

**Employee Name:** \_\_\_\_\_

**Current Jobsite:** \_\_\_\_\_

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*If an employee shows up late to work or leaves early, without having a  
Vacation Request form submitted, they should complete this section of the form.*

**Reason for Arriving Late/Leaving Early:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Time Missed:** \_\_\_\_\_

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*If an employee chooses to request time away from work, they should complete  
this section of the form. 14 day advanced notice requested for approval.*

**Partial or Single Day Request:** \_\_\_\_\_ **Time Off Needed:** \_\_\_\_\_

**Multiple Day Request:**  
**Beginning:** \_\_\_\_\_ **Returning:** \_\_\_\_\_

If you have PTO time and would like to use it, check here:

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**Employee Signature:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Supervisor)

cc: Payroll/Employee \_\_\_\_\_ Entered on Vacation Calendar