



## Vacation Request Form

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date(s) Requesting: \_\_\_\_\_

Will you be in the local area?      ( ) Yes ( ) No

Will you be checking e-mail/voicemail daily?      ( ) Yes      ( ) No

Will you be available to come in if an emergency should come up?      ( ) Yes      ( ) No

*Vacation Policy:*

Regarding vacations, please have all vacations approved by your immediate supervisor(s), Kristen, and Bruce before you schedule or book any reservations.

As you know, we value everyone's vacation time and want to be as flexible as possible. However, business demands may sometimes come first. There may be projects, deadlines, or scheduling conflicts that you may not be aware of that could put Arcis in a difficult situation because of your absence, and any necessary rescheduling may cost you money. Therefore, it is very important that you clear it through management prior to booking flights and/or spending money.

If we all work together on this, there shouldn't be any problems. And hopefully everyone will have enjoyable relaxing vacations.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature / Date

\_\_\_\_\_  
Kristen Kennedy Showalter / Date

\_\_\_\_\_  
Bruce D. Burdge / Date

Comments: \_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Upon completion of this request form, the employee should keep a copy for his or her records and forward the original to Lisa for filing.