



2201 Mitchell Ave - Gillette, WY 82718
(800) 590-8339 - info@linefinders.com

VACATION REQUEST FORM

Employee Name: _____ Date: _____

Dates Requested:

_____ to _____
_____ to _____
_____ to _____

Note: If you have no vacation time available, employees with vacation time available may receive time off ahead of you!

REASON FOR REQUEST

Approved? YES NO (If 'NO' please state a reason below)

REASON FOR NON-APPROVAL

EMPLOYEE'S SIGNATURE

SUPERVISOR'S SIGNATURE