VACATION REQUEST FORM

2016—2017 VACATION YEAR

UNIVERSITY OF THE **FRASER VALLEY** HUMAN RESOURCES

NAME: _____

EMPLOYEE ID: _____   ☐ **Full-Time (100%) Employee**

DATE: _____   ☐ **Part-Time/Modified (<100%) Employee**

PLEASE INDICATE DATES AND HOURS:
Example for one day: **15TH (7HR)**
Example for a range of dates: **15th – 19th (35 HRS)**

APRIL 2016	OCTOBER 2016
MAY 2016	NOVEMBER 2016
JUNE 2016	DECEMBER 2016
JULY 2016	JANUARY 2017
AUGUST 2016	FEBRUARY 2017
SEPTEMBER 2016	MARCH 2017

Should I leave UFV prior to March 31, 2017, I authorize an adjustment to be made on my final pay to compensate for any vacation time taken but not yet accrued.

_____   _____
EMPLOYEE Signature   DATE

SUPERVISOR:	HR INTERNAL:
☐ **Please confirm employee has vacation hours available prior to signing request.**	_____ **DATE**
_____ _____ SUPERVISOR/DIRECTOR Signature DATE Approved	_____ **INITIALS**

Form should be forwarded to Human Resources when signed