

*J. Garnons Williams Ltd.*

**VACATION REQUEST**

- Complete ONE form for each month in which vacation is being requested
- Indicate if this is your:  First Choice  Third Choice  
 Second Choice  Fourth Choice

TODAY'S DATE: \_\_\_\_\_

MONTH OF VACATION REQUEST: \_\_\_\_\_

EMPLOYEE'S NAME: \_\_\_\_\_

WORK LOCATION: \_\_\_\_\_

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Dates and Shifts Requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Number of Shifts: \_\_\_\_\_ Employee's Signature: \_\_\_\_\_

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**Vacation Bank Verification by Manager & Payroll**

Sufficient Bank Available:  Insufficient Bank Available:

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

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**Vacation Coverage Confirmation by Scheduling Manager**

Approved:  Date: \_\_\_\_\_

Denied  Date: \_\_\_\_\_

If denied, reason: \_\_\_\_\_

Scheduling Manager: \_\_\_\_\_

Date Copied to Employee: \_\_\_\_\_

\*\*Form to be fully completed and attached to the time sheet on Payroll Cutoff date\*\*