SGEU
WORKING TOGETHER FOR SASKATCHEWAN

VACATION REQUEST

I, _____, am requesting vacation pay for the following
(print name)

dates: _____.

My salary is _____ per hour/day and I work _____ hours per day.

Supervisor/Contact Name: _____

Supervisor/Contact Phone/Email: _____

I authorize SGEU to verify with my employer that I have used vacation time for the above dates.

_____ _____
Date *Signature of Member*

_____ _____
Date *Approved by President*