



## 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.

I authorize SGEU to verify with my employer that I have used vacation time for the above dates. In the current calendar year I have used \_\_\_\_\_ days.

\_\_\_\_\_  
Supervisor/Contact Phone/Email

\_\_\_\_\_  
Supervisor/Contact Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Bargaining Unit Chairperson

**THIS IF FOR PUBLIC SERVICE MEMBERS ATTENDING  
PUBLIC SERVICE EVENTS ONLY.**

**NOT APPLICABLE FOR SGEU PROPER.**