



REQUEST FOR VACATION TIME

Requested paid date(s) off: _____

Employee Name: _____

Employee Social Security #: _____

Client Assigned to: _____



Employee's Signature _____

Client Supervisor's Signature _____

Excel Supervisor's Signature _____

You are eligible for one week of vacation time after a minimum of 1960 hours and one year employment with Excel Personnel (consecutive time). There are some restrictions, please see your supervisor for details.

To be completed by Corporate Services:

Start date _____ Hours Worked _____

Hours accrued _____ Less used _____ Remaining _____