



**REQUEST FOR VACATION TIME**

Requested paid date(s) off: \_\_\_\_\_

Requested total hours paid: \_\_\_\_\_

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 \_\_\_\_\_