Application for vacation

First name, Last name

Division

(   )

_____

Remaining vacation entitlement _____ (Days)

I will apply for	Period		Working day(s)
☐ vacation	from	to	
☐ vacation	from	to	
☐ vacation	from	to	
☐ vacation	from	to	
Reason for special vacation:			

Proxy	Signature proxy

Signature applicant:_____

Not to be completed by the applicant

☐ Approved	
☐ Not approved	Singature management
Reason _____ _____ _____	_____

Remaining vacation (after application)	_____ Days