

Citrus College

VACATION REQUEST

NAME: _____

TITLE: _____

DEPARTMENT/DIVISION _____

DATES REQUESTED:

 Start Date

 Return Date

VACATION DAYS USED: _____

ADMINISTRATOR ON DUTY IN MY ABSENCE (FOR MANAGERS AND SUPERVISORS):

COMMENTS:

Approved _____

Denied _____

Supervisor/Manager

Date

Distribution:

Original: Employee

Copy: Supervisor/Manager

Vacation Request 7/22/08