

# VACATION CHANGE REQUEST FORM

Name: \_\_\_\_\_ Emp: \_\_\_\_\_ Team: \_\_\_\_\_ Shift: \_\_\_\_\_

**Current Scheduled Date(s)**

	Day	Day	Day	Day	Day
Month	Hrs	Hrs	Hrs	Hrs	Hrs
Hours (eg. 7-11)					

**Requested Date(s)**

	Day	Day	Day	Day	Day
Month	Hrs	Hrs	Hrs	Hrs	Hrs
Hours (eg. 7-11)					

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Approved: \_\_\_\_\_

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