



# Employee Vacation Request Form

## Monterey Regional Airport

200 Fred Kane Drive, Suite 200, Monterey, CA 93940  
Phone (831) 648-7000 Fax (831) 373-2625

<b>NAME:</b>	<b>DATE:</b>
<b>POSITION:</b>	

Your request for time off must be submitted as far in advance as possible, no less than two weeks. Monterey Regional Airport recognizes that circumstances may arise and that employees may need to take vacation with little notice. Requests made less than two weeks in advance will be considered on a case-by-case basis.

You may request vacation time throughout the year. When more than one employee in the same department has requested the same time and when this would make it difficult to provide quality service or meet projected schedules, requests will be considered in the order in which they are received. Every effort will be made to honor your vacation request. Business operations may dictate that the employee reschedule his/her vacation.

Please indicate your vacation choice(s) in the space(s) below. Sign and date, then forward the completed form to your supervisor/manager for approval.

VACATION REQUEST 1	
<b>Date(s) Requested:</b>	
<b>Employee Signature:</b>	<b>Request Date:</b>
<b>Remarks:</b>  <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b>	
<b>Supervisor/Manager Signature:</b>	<b>Date:</b>

VACATION REQUEST 2	
<b>Date(s) Requested:</b>	
<b>Employee Signature:</b>	<b>Request Date:</b>
<b>Remarks:</b>  <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b>	
<b>Supervisor/Manager Signature:</b>	<b>Date:</b>

VACATION REQUEST 3	
<b>Date(s) Requested:</b>	
<b>Employee Signature:</b>	<b>Request Date:</b>
<b>Remarks:</b>  <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b>	
<b>Supervisor/Manager Signature:</b>	<b>Date:</b>