



MONTEREY PENINSULA AIRPORT DISTRICT

VACATION REQUEST FORM

NAME:

POSITION:

DATE:

Your request for time off must be submitted as far in advance as possible and no less than two weeks in advance. MPAD recognizes that circumstances may arise and that employees may need to take vacation with little advance notice. Any request made less than two weeks in advance may 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.

Directions: Indicate your vacation choice(s) in the space(s) below. Sign, date and forward to your supervisor/manager for approval.

Vacation date(s) requested:	
Employee Signature:	Request Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Remarks:	
Supervisor/Manager Signature:	Date:

Vacation date(s) requested:	
Employee Signature:	Request Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Remarks:	
Supervisor/Manager Signature:	Date:

Vacation date(s) requested:	
Employee Signature:	Request Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Remarks:	
Supervisor/Manager Signature:	Date: