**DELTECH, INC.**

**VACATION AND LEAVE REQUEST**

Vacation and leave requests must be submitted IN WRITING to your immediate supervisor as much in advance as possible. Approval will depend upon your job assignment, anticipated workload, anticipated staffing patterns, and the urgency of your need. Leave may be granted on short notice in an emergency. Note: Approved leave may be cancelled when necessary to meet Deltech's needs.

Name

Today's Date

Requested Dates

Type (vacation, leave, sick time)

Paid or Unpaid

Signature of employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Actions/ Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Supervisor Signature)

Supervisor: Original to Admin; copy to employee

Rev 03/09