



Vacation Leave Request

(for Classified Employees & Calendar Year Faculty)

INSTRUCTIONS: Submit original copy to The Payroll Office

Request for vacation leave must be completed by all staff members planning to take more than three (3) successive vacation days. Requests should be submitted to your Department Chairperson/ Supervisor at least **two weeks** (10 days) before the dates requested.

TO: Department Chairperson/Supervisor _____

Approval for vacation leave is requested for:

Name of Employee: _____

CCRI ID #: _____

Department: _____

Dates of Leave: From: _____ To: _____

Total Hours Requested: _____

Date Department Chairperson/Supervisor Signature

Date Dean Signature

Date Divisional Vice President/President Signature

Payroll Office

Vacation Leave Balance as of: _____ is _____ hrs.

Accrued leave is insufficient by _____ hrs.

Date Payroll