



CHAYCE CRITICAL FACILITIES CLEANING

VACATION REQUEST / SOLICITUD DE VACACIONES

Name / Nombre: _____

Single Day Request / Solicitud de un Solo Día: _____
(Date/Fecha)

Multiple Days Request / Solicitud de Varios Días

From / Desde _____ . To / A _____
(Date/Fecha) (Date/Fecha)

Date Request Made / Solicitud de fecha hecha: _____

Employee signature / Firma del Empleado

Supervisor signature

Approved / Aprobado Denied / Negado

by: _____

Reason for request denial:

Not yet eligible for vacation time

Conflict with existing request of other team member

Employee has no vacation time available or has insufficient time available

Conflict with holiday/client, site, or team needs

Other: _____