

# SECURITY DODGE CHRYSLER RAM

345 MERRICK RD. ♦ AMITYVILLE, NY 11701

## *Request for vacation or time off:*

***Vacation requests must be in writing at least one month in advance and signed off by your department manager as well as an owner. No more than one week vacation can be taken at one time or be taken during month end. We will try to accommodate you to the best of our ability.***

Today's date: \_\_\_\_\_

Employee name: \_\_\_\_\_

Department: \_\_\_\_\_

Number of days requested: \_\_\_\_\_

List each requested Day off (not your normal days off): \_\_\_\_\_

\_\_\_\_\_

Day returning to work \_\_\_\_\_

Pay requested: (circle one)                      YES                      NO

In the normal pay cycle?: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Employee Signature \_\_\_\_\_

Approving Manager \_\_\_\_\_

Owner: \_\_\_\_\_