



VACATION / PERSONAL TIME OFF REQUEST AND APPROVAL

EMPLOYEE INFORMATION

NAME: _____ DEPT: _____

To assist in scheduling please return this form to your supervisor for approval. One copy will be returned to you indicating approved vacation/pto time. Per the Employee Handbook, Vacation is to be scheduled in advance; PTO is to be used to cover days off due to illness, injury, or other personal reasons.

The demands of The Whiteface Lodge and your specific department will determine the approval/denial of any request

Date(s) requested _____

Total number of hours requested:

Vacation Hours - _____ Personal Time Hours - _____

EMPLOYEE SIGNATURE _____ DATE _____

(When completed, return this form to your supervisor.)

We are happy to approve your Vacation / Personal Time Off request

Approved By: _____ Date: _____

Please do not write in space below, for HR use only.

Vacation:

Earned _____ Used _____ Balance Available _____

Personal time off:

Earned _____ Used _____ Balance Available _____

Pay period(s) of request: _____ Thru _____ (Pay period is Fri-Thurs)