

Dimeo Properties Vacation Request Form

EMPLOYEE: _____ **DATE:** _____

JOBSITE: _____

Please approve my request for a _____ (Day/Week) vacation.

FIRST DAY OFF: _____
(month) (day) (year)

TO RETURN ON: _____
(month) (day) (year)

Employee Signature: _____ **Date:** _____

APPROVED BY:

Immediate Supervisor

Payroll Verification

Next Level Supervisor

NOTE: Please give the original copy to the Human Resources Administrator

Word:DPI/Vacation Request Form

HR Use only: Vacation _____ Calendar _____ Excels _____

Revised 6/04