



## Request for Vacation Form

**Name:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Worksite:** \_\_\_\_\_

I, \_\_\_\_\_, am requesting \_\_\_\_\_ hours paid vacation  
(Name) (Number)  
time at \$7.25 per hour for the week of \_\_\_\_\_.

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CPI Representative Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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For Office Use Only:

  

Request Completed  
Request Denied

  

Cashout  
Time off