

**TUXEDO JUNCTION**

**SUIT WAREHOUSE**

## **PAYROLL DEPARTMENT REQUEST FOR VACATION OR PERSONAL DAY**

**To be used by management staff, executive consultants and senior consultants who qualify to notify the Payroll Department of upcoming approved vacation and personal days.**

**PLEASE NOTE: Vacation/Personal time must be approved beforehand by your supervisor.**

**Must be sent three (3) weeks in advance of first day of vacation or personal time.**

*If you don't get your approved copy returned from the Payroll Department before your vacation or personal time, please ask your supervisor to check on the status of your request.*

Your name \_\_\_\_\_

Emp # \_\_\_\_\_ Store \_\_\_\_\_ Today's date \_\_\_\_\_

Date(s) vacation/personal requested:

Comments:

Start Date: Monday \_\_\_\_\_

to

End Date: Sunday \_\_\_\_\_

**PLEASE NOTE: CONSECUTIVE WEEKENDS CANNOT BE TAKEN.  
VACATION TIME CANNOT BE APPROVED DURING THE FOLLOWING:  
DECEMBER 26 - JANUARY 31      APRIL 15 - JUNE 30**

Approved by Manager:                      yes                      not yet / no

\_\_\_\_\_  
*Signature of approving Manager*

Approved by Sales Manager:                      yes                      not yet / no

\_\_\_\_\_  
*Signature of approving Sales Manager*

### **OFFICE USE ONLY**

Date received: \_\_\_\_\_ Hours available: \_\_\_\_\_ Hours to be used: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_