

# Vacation & Personal Time Request Form

You are entitled to 10 vacation days and 5 personal days. Vacation and Personal days can't be combined.  
A vacation request must be placed 3 months in advance and personal 15 days in advance.

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

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

**Location:**       Manhattan     Bronx

**Station:** \_\_\_\_\_

**This request is for:**       Vacation     Personal Time

## Vacation and Personal Time Due

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|--|----------|
| 1. Number of vacation days used this year: | 1. _____ |
| 2. Number of vacation days due this year:  | 2. _____ |
| 3. Number of Personal days used this year: | 5. _____ |
| 4. Number of Personal days due this year:  | 6. _____ |

## Requested Vacation Time Off

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1. Numbers of vacation days requested (Actual days NOT at work): 1. \_\_\_\_\_

Last day at work: \_\_\_\_\_

Return to work date: \_\_\_\_\_

Dates Requested: \_\_\_\_\_

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2. Number of Holidays included above: 2. \_\_\_\_\_

Holiday Names and Dates: \_\_\_\_\_

3. Number vacation days taken this year: 3. \_\_\_\_\_

4. Total days left after request: 4. \_\_\_\_\_

## Requested Personal Time Off

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1. Numbers of Personal days requested (Actual days NOT at work): 1. \_\_\_\_\_

Last day at work: \_\_\_\_\_

Return to work date: \_\_\_\_\_

Dates Requested: \_\_\_\_\_

2. Number Personal days taken this year: 2. \_\_\_\_\_

3. Total days left after request: 3. \_\_\_\_\_

## Staff Covering and Total Hours

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Staff Covering Full Name: \_\_\_\_\_

Total Covering Hours: \_\_\_\_\_

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

Supervisor/Department Head: \_\_\_\_\_