



# CHAYCE CRITICAL FACILITIES CLEANING

## VACATION REQUEST / SOLICITUD DE VACACIONES

Name / Nombre: \_\_\_\_\_

**Single Day Request / Solicitud de un Solo Día:** \_\_\_\_\_  
(Date/Fecha)

**Multiple Days Request / Solicitud de Varios Días**

From / Desde \_\_\_\_\_ . To / A \_\_\_\_\_  
(Date/Fecha) (Date/Fecha)

Date Request Made / Solicitud de fecha hecha: \_\_\_\_\_

\_\_\_\_\_  
Employee signature / Firma del Empleado

\_\_\_\_\_  
Supervisor signature

Approved / Aprobado       Denied / Negado

by: \_\_\_\_\_

### Reason for request denial:

Not yet eligible for vacation time

Conflict with existing request of other team member

Employee has no vacation time available or has insufficient time available

Conflict with holiday/client, site, or team needs

Other: \_\_\_\_\_