Chayce
Critical Facilities Cleaning

Request for Vacation time or Personal Days • Solicitud por Vacaciones o Dias Personales

Vacation ❑ Vacaciones	Personal Day(s) ❑ Dias Personales
Vacation days remaining: _____	PDs remaining: _____

Check box if you work PM shift / Marque la casilla si trabaja en el turno de la tarde. ❑

Name / Nombre

❑ **Single day / Solo dia** ❑ **Multiple days / Varios dias**

_____/_____/_____
Return to work date

Employee Signature / Firma de Empleado

Supervisor Signature **Date**

❑ **Approved / Aprobado** ❑ **Denied / Negado** **By:** _____

*If request received *after date request was made*, date request received: _____

***If denied, reason for request denial:**

❑ Employee is ineligible for vacation/PDs, has no time available, or insufficient time available

❑ Conflict with existing request of other team member

❑ Conflict with holiday/client, site, or team needs

NOTES

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