OFFICE OF THE DEAN OF STUDENTS University of Illinois at Urbana-Champaign

Request for Vacation Time

Name:			
I request approv	al for the use of v	vacation time for the following dates and tim	ies:
Explanation (OP	TIONAL):		
1	/		
Data Daquest Fo	rm Submitted to	Suparvisor	
Date Request Fo	im Submitted to	Supervisor:	
PPROVED/DISAPPROVED:		Date:	
I KOVED/DISALI K	OVED.	Date: Signature	
		e	
		Employee's Supervisor	
OMMENTS.			
JIVIIVIEN I S			
		_	
PPROVED/DISAPPROVED:			
		Signature	
		Office of the Dean of Students	
impleted copies to:	Employee		
_		Personnel File	

Employee's Supervisor