CERRITOS COLLEGE

REQUEST FOR VACATION

(CLASSIFIED, CONFIDENTIAL AND MANAGEMENT EMPLOYEES)

_____ _____

Employee Name Date

I am requesting approval to utilize accumulated vacation hours as follows:

From: _____ Thru: _____

Number of workhours: _____

_____ _____

Signature of Employee Date

Approved by:

_____ _____

Immediate Manager Date

For Management Employees only

Approved by:

_____ _____

Vice President or President Date

(This form is to remain on file with the immediate manager. Do not forward to the Business Office.)