

**Department of Zoology
Vacation and Leave Request Form**

To: Katie Pikor, Administrator

From: _____ **Date:** _____
Print Name

Annual Vacation

1. I would like to take my annual vacation
from _____ to _____ inclusive,
spanning _____ weekday(s) minus _____ statutory holiday(s) = _____ day(s) off.
2. I wish _____
I do not wish _____
to draw my pay cheque before leaving on vacation.
(NOTE: 15 calendar days notice must be given before cheque is issued.)
3. I wish to carry over _____ days of vacation to next year. (Complete if required.)

Leave of Absence without Pay

I request leave of absence without pay from _____ to _____,
for the following reasons:

Other Leave

I request _____ days leave from _____ to _____,
for the following reason:

| | | | |
|----------------|---------------|------------|---------|
| Citizenship | Compassionate | Court Duty | Funeral |
| Union Activity | Military | Maternity | Other |

Employee's Signature

Seen by: _____ Approved: _____
Date: _____ Date: _____