



VACATION REQUEST

**Department of Geography
University of California
Santa Barbara, CA 93106-4060**

RE: Vacation Requests for the calendar year _____

1. Indicate requested vacation dates.
2. Obtain immediate supervisor signature.
3. Obtain Executive Officer signature.
4. Post on Corporate Time.
5. Attach to timesheet to support vacation time reported on time card.

Vacation dates: _____ = total _____ Vacation hours

_____ = total _____ Vacation hours

Type or print employee name

Employee signature

Date

Immediate Supervisor's Approval

Executive Officer's Approval

Date: _____

Date: _____