

Vacation Request Form

CASA – Liberty/Chambers Counties

Please submit this form for approval at least four weeks in advance of your preferred vacation dates.

<i>Today's Date</i>		<i>Employee</i>	
<i># Days Currently Earned</i>		<i># Days Used To-Date</i>	
<i>Vacation Dates Start</i>		<i>Vacation Dates End</i>	
<i>Total Days Requested</i>			

_____ Date _____
Employee Signature

Approval:

_____ Date _____
Executive Director