BROWARD FACTORY SERVICE
VACATION REQUEST

Today's Date_____

Total Days Used_____

I would like to start my vacation on the morning of _____

and ending on _____(Date of last paid vacation day), for a total of

_____ days.

_____

EMPLOYEE SIGNATURE

_____

MANAGER SIGNATURE

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**** THIS NOTICE MUST BE APPROVED 30 DAYS BEFORE THE START OF ***

****   VACATION   ***

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