



Vacation Request Form

Last Name, First Name:

Staff Code (Lz.):

Position or Title:

I am requesting

Vacation

on	=	1	day
from	until	=	day/s
remaining vacation days		=	day/s

a non-working day (CIVIL SERVANTS only) on

During this time, my duties shall be carried out by Ms./Mr.

Date:

Employee's Signature

Temporary Replacement: I agree to assume the respective duties for the dates listed above.

Date:

Signature of Temporary Replacement

Approved, the temporary replacement for the dates listed above has been confirmed.

Denied, because

Date:

Signature of Supervisor

This period of vacation leave has been entered into the vacation register.

Date, Initials