



Vacation & Floating Holiday Request Form

Employee: _____

Vacation Request Form

As stated in the employee handbook, vacation is awarded after one year of employment on an annual basis. Vacation may be scheduled after six months of full time employment. All vacation requests should be reviewed with your supervisor 30 days in advance. Share will endeavor to satisfy all vacation requests properly submitted but may require the employee to reschedule.

Requested Dates of Vacation:

- First Day: _____
- Ending Day: _____

Supervisor's Approval: _____ Date: _____

Floating Holiday Request Form

As stated in the employee handbook, one day per calendar year is granted to full time employees after six months of employment to use at their option with supervisor's approval. The purpose of the floating holiday is to allow employees to celebrate a holiday that is not included in the official holiday schedule.

Requested Date: _____

Supervisor's Approval: _____ Date: _____