



**Vacation, Sick, Absence
Request & Allocation**

**Asheville, NC,
Chesnee, SC**

Revised 10/13/2021

Employee Request

Employees may use this form to request days off to be approved in advance:

- Complete the form as early as possible -*
- Sign the form -*
- Submit to your Manager/Supervisor -*

Manager & Supervisor Allocation

Managers & Supervisors may use this form to allocate an employee absence(s):

- Complete the form when an employee is absent -*
- Make sure employee signs the form -*
- Submit to HR for confirmation -*

Employee: _____

Date(s): _____

Check one:

- Vacation* *Unpaid Excused Absence* *Unexcused Absence*
 Sick (if applicable) *Paid Excused Absence*

Reason: _____

By signing this form I understand that the Vacation requested above may be in excess of what has already been earned. I agree that, should my employment terminate prior to when the Vacation is earned, the unearned Vacation will be deducted from my final paycheck.

Employee Signature: _____

Manager/Supervisor Approval: _____

Date submitted to HR: _____

HR Receipt & Confirmation: _____

Date submitted to Payroll: _____

Payroll Entry & Allocation: _____