

Quinnipiac

UNIVERSITY

2023

VACATION REQUEST/APPROVAL

NAME: _____

DEPARTMENT: _____

DATE: _____

Vacation time earned must be taken by **June 30, 2024**. **Any vacation time not taken within the designated period will be forfeited.**

Please contact your direct supervisor for your vacation accrual amount for this calendar year. To assist you in scheduling your vacation time, please indicate your choice of time by circling the applicable days on the calendar below. This template can be used to request time from your direct supervisor.

July 2023							August 2023							September 2023							October 2023																			
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S													
					1			1	2	3	4	5							1	2						1	2	3	4	5	6	7	8	9	10	11	12	13	14	
2	3	4	5	6	7	8	6	7	8	9	10	11	12														15	16	17	18	19	20	21	22	23	24	25	26	27	28
9	10	11	12	13	14	15	13	14	15	16	17	18	19														15	16	17	18	19	20	21	22	23	24	25	26	27	28
16	17	18	19	20	21	22	20	21	22	23	24	25	26														22	23	24	25	26	27	28	29	30	31				
23	24	25	26	27	28	29	27	28	29	30	31																													
30	31																																							

November 2023							December 2023							January 2024							February 2024																		
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S												
			1	2	3	4						1	2																										
5	6	7	8	9	10	11	3	4	5	6	7	8	9													7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	10	11	12	13	14	15	16													14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	17	18	19	20	21	22	23													21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30			24	25	26	27	28	29	30													28	29	30	31				25	26	27	28	29		
							31																																

March 2024							April 2024							May 2024							June 2024																		
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S												
					1	2		1	2	3	4	5	6																										
3	4	5	6	7	8	9	7	8	9	10	11	12	13													5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20													12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27													19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30																	26	27	28	29	30	31	23	24	25	26	27	28	29	
31																																30							

Employee's Signature

Supervisor's Signature