

Quinnipiac

UNIVERSITY

2024

VACATION REQUEST/APPROVAL

NAME: _____

DEPARTMENT: _____

DATE: _____

Vacation time earned must be taken by **June 30, 2025**. **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 2024							August 2024							September 2024							October 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	5	6	4	5	6	7	8	9	10	1	2	3	4	5	6	7	6	7	8	9	10	11	12
7	8	9	10	11	12	13	11	12	13	14	15	16	17	8	9	10	11	12	13	14	13	14	15	16	17	18	19
14	15	16	17	18	19	20	18	19	20	21	22	23	24	15	16	17	18	19	20	21	20	21	22	23	24	25	26
21	22	23	24	25	26	27	25	26	27	28	29	30	31	22	23	24	25	26	27	28	27	28	29	30	31		
28	29	30	31											29	30												

November 2024							December 2024							January 2025							February 2025						
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	7				1	2	3	4							1
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	23	24	25	26	27	28		

March 2025							April 2025							May 2025							June 2025						
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	3	1	2	3	4	5	6	7	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30					
30	31																										

Employee's Signature

Supervisor's Signature