

Vacation & Schedule Request Form

City of Evansville, WI



All staff supervised by the City Administrator are required to use this form to notify and receive approval of vacation days and general schedule changes. Review of such requests will occur pursuant to the Employee Personnel Policies Handbook. Additional Copies of this form can be found at www.evansvillewi.gov/hr. Please submit this form for approval in advance of your preferred dates.

Employee Name: _____

Vacation Date(s) or Times Requested:

Signature of Employee

Date

Supervisor Approval Signature

Date

(Executive Assistant initials - calendar and copies: _____)

Notes: _____