

BLaST Intermediate Unit #17
33 Springbrook Drive
Canton, PA 17724

Vacation Request

In keeping with the policy of the BLaST Board that an employee may take earned
vacation days at times that are mutually convenient to both employer and employee,

I, _____, would like to request approval to take the
print employee name
following day(s) as vacation:

Date(s): _____

Signature

Date

_____ Approval is granted.

_____ Approval is not granted. Comments: _____

Signature of Supervisor

Date