

**A VACATION CHANGE FORM SHOULD ALSO BE SUBMITTED WITH**  
**THIS REQUEST**

**Vacation Week(s)/Day(s) Exceeding Quota**

Applicant \_\_\_\_\_, Payroll No. \_\_\_\_\_

requested the week(s)/day(s) of \_\_\_\_\_ off, which exceeds

the departmental vacation quota, for the following reason:

\_\_\_\_\_.

The department has discussed this request with the Union, and has

agreed to award the vacation.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Union Representative

\_\_\_\_\_  
Date