

**Dynamic Youth Community, Inc.**  
**Personal Time & Vacation Request**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NAME: | | | ADDRESS: | | | |
| JOB TITLE: | | | WORK SITE: BROOKLYN UPSTATE | | | |
| ONE DAY REQUEST | | | MULTI-DAY REQUEST FROM: \_\_\_\_|\_\_\_\_|\_\_\_\_ TO: \_\_\_\_|\_\_\_\_|\_\_\_\_ | | | |
| MONTH | DAY | YEAR | MONTH | | DAY | YEAR |
|  |  |  |  | |  |  |
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Office Manager’s Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Charge to:***

|  |  |  |
| --- | --- | --- |
| Annual Leave | Sick Leave | Personal Day |
| Holiday | Leave w/o Pay | Special Leave |
| Other | | |

Signature of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved \_\_\_\_ Disapproved \_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_