

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

|  |  |
| --- | --- |
| NAME: | ADDRESS: |
| JOB TITLE: | WORK SITE: BROOKLYN UPSTATE |
| ONE DAY REQUEST | MULTI-DAY REQUESTFROM: \_\_\_\_|\_\_\_\_|\_\_\_\_ 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_