



Vacation Request 2018

Name: _____

Service Date: _____

Supervisor: _____

Please be advised that you will only be able to carry 5 days over to Jan 1/2019

	Days
Vacation Earned in 2016	0
Vacation not taken 2016, earned 2015	0
Total Vacation Entitlement in 2017	0

Requested:	# of Days	# of Days Outstanding	Supervisor's Initials
1. From _____ To _____	_____	0	_____
2. From _____ To _____	_____	0	_____
3. From _____ To _____	_____	0	_____
4. From _____ To _____	_____	0	_____
5. From _____ To _____	_____	0	_____
6. From _____ To _____	_____	0	_____
7. From _____ To _____	_____	0	_____
8. From _____ To _____	_____	0	_____
9. From _____ To _____	_____	0	_____
10. From _____ To _____	_____	0	_____

Comments:

_____ **Date of request**

Please complete the following:

Send vacation request with your supervisor's approval to vacationrequest@crbi.ca, cc'ing your supervisor.

