

Unit 12

1 BEFORE YOU WRITE

Before you can go on vacation, your employer might ask you to complete a vacation request form. Read the form. Find *Department*, *Requested*, and *Supervisor*. What do these words mean?

2 WRITE

Imagine you want to go on vacation. Complete the form. Use true or made-up information.

VACATION REQUEST FORM

Employee _____ Date of Hire _____

Department _____

Number of Vacation Days Requested _____

Dates Requested _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Can you...complete a vacation request form?