

Vacation Request Form

Canadian Tire Associate Store #360

Personal Information

Employee Name: _____	Date: _____
Department: _____	Position: _____
Employment Classification: <input type="checkbox"/> F/T <input type="checkbox"/> REG. P/T <input type="checkbox"/> P/T <input type="checkbox"/> Contract	

Vacation Dates

Vacation Dates	Total # of Hours/ Days Vacation	Vacation Pay Requested?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Authorization

<u>REQUEST FOR VACATION TIME IS:</u> <input type="checkbox"/> <u>ACCEPTED</u> <input type="checkbox"/> <u>DENIED</u>	
Department Manager's Signature: _____ Date: _____	
Staff Members' Signature: _____ Date: _____	

I AM DECLARING _____ WEEKS OF HOLIDAYS. I REQUEST THAT I BE PAID OUT THE APPLICABLE VACATION PAY ON: _____
PAY-PERIOD # _____.

ADDITIONAL NOTES: _____

Vacations are important. They provide the opportunity to enjoy a change of pace from normal work and routines. However, it may not always be possible to grant total vacation entitlement at one time, as doing so might affect departmental operations or deprive others of vacation time. Every effort will be made to accommodate vacation requests, especially during non-peak sales seasons. It has been determined that there will be no Vacation times authorized between November 15th and January 7th. As these are our busiest times of year it is imperative that all staff be available for work. **Some special circumstance may apply.**

Note: Vacation time shall be taken each year.