



# *Hamilton Distributing Company*

## VACATION REQUEST FORM

\_\_\_\_\_  
Beginning Date

\_\_\_\_\_  
Ending Date

\_\_\_\_\_  
Date  
Employee Signature

\_\_\_\_\_  
Date  
Management Signature

\_\_\_\_\_  
Date  
Management Signature

\_\_\_\_\_  
Date  
Job Supervisor Signature

Please submit all Vacation Request forms to either Jamie or Amy and they will be forwarded on to Management. Some requests may have to be approved by the Site or Sales manager of the current job.

Thank you