

# LANKOTA®

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

OFFICE USE ONLY

Vacation Benefits: \_\_\_\_\_

Days Remaining: \_\_\_\_\_

## VACATION BEING REQUESTED

Year: \_\_\_\_\_

January \_\_\_\_\_

February \_\_\_\_\_

March \_\_\_\_\_

April \_\_\_\_\_

May \_\_\_\_\_

June \_\_\_\_\_

July \_\_\_\_\_

August \_\_\_\_\_

September \_\_\_\_\_

October \_\_\_\_\_

November \_\_\_\_\_

December \_\_\_\_\_

## SPECIAL REQUESTS

Come in Late: \_\_\_\_\_

Leave Early: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Management Approval: \_\_\_\_\_

Vacation Remaining After Request

\_\_\_\_\_

Date: \_\_\_\_\_