



Eligible Vacation Time Advance Request

Team members, who are eligible for more than one week of vacation in the upcoming year, may borrow up to five (5) days of that vacation time into the current year upon Manager approval.

Name: _____ Pay #: _____

of Day(s) borrowed: _____

From Year: _____

Taken on: _____

Team Member Signature:

Date:

Manager Signature:

Date:

Please return approved from to the Payroll Office.