

Advance Written Approval for Vacation/Comp Time Usage

Date:

Employee Name:

Requested Dates:

Total hours requested off:

Vacation Balance as of end of previous month:

Comp Time Balance as of today:

Comments:

Vacation and comp time leave must be scheduled in advance and approved by the supervisor and department manager. Since the department schedules time off based on department concerns, an employee should not make advanced plans without this written approval.

This will give approval for the above named person to use specified accrued leave indicated for the reason described.

Supervisor's Signature

MSO Signature

Supervisor's Name

MSO Name

(rev. 6/07)