



MJ HUGHES CONSTRUCTION, INC.
11510 NE 87th Ave
Vancouver, WA 98662

Vacation Request Form

Please fill out this form and submit to management to request vacation time. A signed copy of the form will be returned to you after approval.

Employee

First Choice
From _____ To _____

Second Choice
From _____ To _____

How much paid time will be used? _____

How much unpaid time will be used? _____

Employee Signature

Date

Please give as much advance notice as possible. In cases of conflict, the employee with the earliest request will be priority. In cases of duplicate or similar requests the employee with the earliest starting employment date will prevail.

Management Approval Signature:

Office: 360.314.2024 Fax: 360.828.5871