

**THIS SECTION TO BE COMPLETED BY THE TERMINAL MANAGER:**

Driver's date of hire \_\_\_\_\_ Driver's home terminal: \_\_\_\_\_  
Driver's Employer: \_\_\_\_\_

**DRIVER VACATION REQUEST**

**REQUESTS MUST BE SUBMITTED AT LEAST 4 WEEKS PRIOR TO DATE REQUESTED**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

No. of weeks eligible for: \_\_\_\_\_ No. of weeks requesting: \_\_\_\_\_

**VACATIONS RUN FROM SUNDAY TO SATURDAY**

1<sup>ST</sup> Choice: From \_\_\_\_\_ to \_\_\_\_\_

2<sup>nd</sup> Choice: From \_\_\_\_\_ to \_\_\_\_\_

3<sup>rd</sup> Choice: From \_\_\_\_\_ to \_\_\_\_\_

Do you want your vacation pay in advance? Yes \_\_\_\_\_ No \_\_\_\_\_

Your vacation is approved (yes or no) signed by \_\_\_\_\_ Date \_\_\_\_\_

Remarks: \_\_\_\_\_