



**Mitchell & Stark
Construction Co., Inc.**

**6001 Shirley Street
Naples, FL 34109
Phone: (239) 597-2165
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Mitchell & Stark Construction Co., Inc. Vacation Request Form

Employee Name: _____ Employee #: _____

- I am requesting to take paid Vacation Days from: ____/____/____ through ____/____/____.
- I am requesting to take unpaid Personal Days from: ____/____/____ through ____/____/____
for the following reasons: _____.

**Note: A maximum of 5 personal days may be excused each calendar year and only with your supervisor's permission. Any absences beyond that or without being excused by your supervisor will be considered as unexcused absences. The handbook states 3 unexcused absences in a year is reason for termination.*

- I will return to work on: ____/____/____. **Note: If you do not return this day or the next, it will be considered a self-termination by definition in our handbook.*

- **If you agree with all the terms and conditions stated above, please sign and date here:**

Employee's signature: _____ **Date:** ____/____/____

-----**FOR OFFICE USE ONLY**-----

Your vacation and/or personal days have been granted from: ____/____/____ through ____/____/____.

Your Request for Vacation has been Approved By:

Supervisor's signature: _____ **Human Resources' signature:** _____

- **FMLA:** Yes _____ No _____
- The above-named employee has requested to take paid Sick Days from: ____/____/____ through ____/____/____. **Note: Paid sick days are only available to salaried employees. The maximum is 5 days per calendar year. As with vacation days, sick days are paid concurrently with FMLA.*
- *If the employee's request was denied, please write which dates are not approved and why here:* _____

