



Vacation Request Form

Employee Name: _____

Vacation Dates: _____

Will you be traveling out of state?

Yes

No

If yes, please list the destination city and state as well as any planned stops.

What method of travel will be utilized? (list all that apply)

Please explain what protection methods will be used while traveling. (i.e. masks)

Where will you be staying while on vacation? (Hotels, AirBnB, private home, etc.)

Please share any relevant information regarding the type of contact you may have with others during the out of state travel.