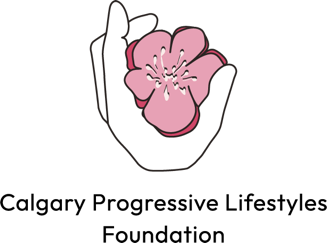
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**Vacation Pay Request Form**

Submitted date:

Name of person requesting vacation pay:

Vacation pay in full: Yes No

Vacation pay amount being requested:

Employee Signature Date

**For internal use only\***

Vacation pay amount paid out: Yes No

Finance Signature Date