

# VACATION CHECK REQUEST

DATE REC'D

NAME \_\_\_\_\_

APPROVED

ADDRESS OF PREMISES \_\_\_\_\_

TELEPHONE NUMBER AT PREMISES \_\_\_\_\_

DATE LEAVING \_\_\_\_\_ DATE RETURNING \_\_\_\_\_

YOUR TELEPHONE CONTACT NUMBER DURING ABSENCE \_\_\_\_\_

SPECIAL INFORMATION \_\_\_\_\_

DATE	TIME	OFFICER	COMMENTS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____