



Paid Hours _____
 Non- Paid Hours _____
 Total Hours _____

PINNACLE GOLF CLUB

VACATION REQUEST

EMPLOYEE PLEASE FILL OUT BELOW

EMPLOYEE NAME: _____ DATE OF REQUEST: _____

REQUESTED VACATION DATE(S): _____

EMPLOYEE POSITION: _____ EMPLOYEE HIRE DATE: _____

PINNACLE EVENTS SURROUNDING VACATION REQUEST.
 PLEASE INCLUDE THE WEEK BEFORE, DURING, AND WEEK AFTER REQUEST.

GOLF: _____

BANQUET: _____

CIMI'S BISTRO: _____

HR PLEASE FILL OUT BELOW

NUMBER OF VACATION DAYS EARNED: _____

VACATION DAYS USED: _____

VACATION DAYS REQUESTED: _____

TOTAL VACATION DAYS AVAILABLE: _____

- 1ST: To HR TO VERIFY VACATION HOURS AVAILABLE
- 2ND: To MANAGER TO APPROVE DATES REQUESTED
- 3RD: To GENERAL MANAGER OR OWNERSHIP FOR FINAL APPROVAL

 EMPLOYEE SIGNATURE DATE

 SUPERVISOR SIGNATURE DATE

 GENERAL MANAGER SIGNATURE DATE