

**SAINT MARY'S COLLEGE  
VACATION REQUEST FORM**

Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Department \_\_\_\_\_

I request vacation for the following days: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Approved \_\_\_\_\_ Supervisor

*Distribute as required by your supervisor*

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