



60 East 42nd Street, Suite 858
 New York, NY 10165
 Phone: 212.687.9001
 Fax: 212.983.7134
 www.ttspersonnel.com

VACATION REQUEST FORM

PLEASE PRINT LEGIBLY.

Name _____ Today's Date _____

Address _____ W/E Date _____
 (week ending)

City _____ State _____ ZIP _____

Telephone _____

VACATION DATES

Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Client Name _____

Employee Signature _____ Date _____

As an employee of XYZ Payroll Services, Inc., the payroll division of TTS Personnel, Inc., you are entitled to paid vacation days. You accrue one vacation day for every 400 hours worked per calendar year. A workday is defined as 7 hours, not 8 hours. (A typical day is 8 hours less 1 hour for lunch, thus 7 hours.) All vacation requests must be coordinated with our client upon receipt of a Vacation Request Form. This may take between 3-5 days, depending upon when the request is received.

A person does not have to be currently employed by TTS in order to receive a paid vacation day. However, if more than 120 days elapse from the last assignment, the person will not be entitled to vacation pay until he or she is back on assignment.