

Requisition Form for Vacation Leave

Burapha University

Date..... Month..... Year B.E.....

Subject Requesting for vacation leave

Dear

I /Middle name/Given name..... Position.....
 Class..... Division....., having
 an accumulated vacation leave of working days, and entitled to this year's vacation
 leave for working days, with a total ofworking days. I wish to request for a
 vacation leave starting from date Month..... Year B.E..... to date
 Month..... Year B.E....., for a period of days.
 During my vacation leave I can be contacted at
 Telephone no.

Sincerely yours

Signature

(.....)

Record of Leave in this Fiscal Year		
Previous leave taken (days)	Leave taken this year (days)	Total (days)

Signature Reviewer
 (.....)
 Position
 Date...../...../.....

Superior's Comments
.....
.....
.....
Signature
(.....)
Position
Date...../...../.....
Decision
() Granted () Denied
.....
Signature
(.....)
Position
Date...../...../.....