TURN KEY TUNNELING INC.

1247 Stimmel Road Columbus, Ohio 43223
Phone 614 . 275 . 4832 Fax 614 . 275 . 4834
(Equal Opportunity Employer)
EDGE CERTIFIED

SLIP-LINING • TUNNELS • VERTICAL SHAFTS • PIPE JACKING • BORING

Vacation Request Form

Date: _____ / _____ / _____

Name: _____

Vacation Dates Requested: _____ / _____ / _____ through _____ / _____ / _____

Return Date: _____ / _____ / _____

Total Number of Hours and/or Days Requested: _____ Hours _____ Days

Paid Vacation (Circle If Applicable): Yes or No

_____ / _____ / _____
Employee Signature Date

Approval:

_____ / _____ / _____
Manager Signature Date

Must Be Submitted 30 Days Prior to Requested Time Off for Approval