



EXECUTIVE SECURITY SPECIALISTS, INC.

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VACATION REQUEST FORM

Please complete either Section 1 or Section 2. Use a separate form for each pay period. Vacation time must be requested at least 30 days in advance. A maximum of 40 hours of vacation time may be utilized per pay period. Pay periods are from Monday thru Sunday. Vacation requests require approval by your site supervisor (if applicable), security division manager, and accounting personnel. Requests may be denied as deemed necessary in the interests of ESS and our clients. However, every effort will be made to grant the request.

Officer
Name

Badge
Number

Section 1 - Cash In Vacation Time Without Missing Work

Use this section if you wish to get paid vacation time, but do not wish to miss any work.

How many hours of
vacation pay are you
requesting?
(40 Hours Maximum)

What paydate would you like to receive this
pay on? (Note that paychecks are issued on
FRIDAYS only)

Section 2 - Take Time Off of Work and Get Paid Vacation Time

Indicate the days that you wish to miss work on the chart below. Payroll for missed vacation days will be handled as normal and you will be paid the following Friday as you normally would.

Day	Date	# Hours	Shift Time	Location
Mon				
Tue				
Wed				
Thu				
Fri				
Sat				
Sun				

Total Hours (40 Max)

Employee Signature

Date Vacation Request Submitted

Site Supervisor Approval (If Applicable)

Security Division Manager Approval

Accounting Use