REQUEST FORM

Instructions:
1. Please fill out in duplicate. (Only ONE request per form)
2. Nurse Coordinator schedules vacation and/or holidays, signs approved or denied, and returns to employee.
3. “If a holiday comes within a vacation, the day is counted as a holiday, not as a vacation day.”
   – Quote from Vanderbilt University Staff Manual, page 27
4. Original is retained by Nurse Coordinator

DATE ______________________________________   UNIT __________________________________________
NAME _____________________________________   TITLE_______________________________ SHIFT

Type of Request:
☐ Vacation
☐ Holiday
☐ Transfer
☐ Schedule Change
☐ LOA
☐ Extended illness and/or leave
   (Please attach written statements)
☐ Other

REQUEST __________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

REASON FOR REQUEST ______________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

☐ Request granted
☐ Request denied
☐ Request pending

SIGNATURE – EMPLOYEE

SIGNATURE – NURSE COORDINATOR

COMMENT __________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

DATE ____________________________________ ________________________________________________

SIGNATURE – NURSE COORDINATOR