AFACTR AmeriCorps Member

Vacation Request Form

Name _____Site _____

Date _____

Date Requested _____

APPROVAL

_____ _____
Site Supervisor #1 Date

_____ _____
Site Supervisor #2 Date

_____ _____
Program Manager Date

Note: Vacation may or may not be approved depending on needs of the site and the AmeriCorps program. Members are expected to serve during the times needed in order to meet service objectives. For example, members serving at the school sites, the vacation will be more likely to be approved during school breaks or days off (those in which no day camp or other AmeriCorps service is scheduled). Please submit request 2 weeks prior to vacation date.