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| SCS Staffing Employee Vacation Request Log  |
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| Employee Name :  |  | Department Name: |  |
| Supervisor Name:  |  | Date :  |  |

A 30 days' notice must be given for a vacation requestAll vacation requests are granted upon supervisor approvalEmployee must check for scheduled conflicts prior to submitting a vacation or time-off request Only one staff member can be on vacation at a time

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| Employee Name | Starting | Ending | Schedule Conflicts  | Employee Signature  | Supervisor Signature Approved? |
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**Calendar for year 2018 (United States)**

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| [**January**](http://www.timeanddate.com/calendar/monthly.html?year=2012&month=1&country=1) |  | [**February**](http://www.timeanddate.com/calendar/monthly.html?year=2012&month=2&country=1) |  | [**March**](http://www.timeanddate.com/calendar/monthly.html?year=2012&month=3&country=1) |
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| 1:1Q 9:F 16:3Q 23:N 30:1Q  |  | 7:F 14:3Q 21:N 29:1Q  |  | 8:F 14:3Q 22:N 30:1Q  |
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| [**April**](http://www.timeanddate.com/calendar/monthly.html?year=2012&month=4&country=1) |  | [**May**](http://www.timeanddate.com/calendar/monthly.html?year=2012&month=5&country=1) |  | [**June**](http://www.timeanddate.com/calendar/monthly.html?year=2012&month=6&country=1) |
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| 6:F 13:3Q 21:N 29:1Q  |  | 5:F 12:3Q 20:N 28:1Q  |  | 4:F 11:3Q 19:N 26:1Q  |
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| [**July**](http://www.timeanddate.com/calendar/monthly.html?year=2012&month=7&country=1) |  | [**August**](http://www.timeanddate.com/calendar/monthly.html?year=2012&month=8&country=1) |  | [**September**](http://www.timeanddate.com/calendar/monthly.html?year=2012&month=9&country=1) |
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| 3:F 10:3Q 19:N 26:1Q  |  | 1:F 9:3Q 17:N 24:1Q 31:F  |  | 8:3Q 15:N 22:1Q 29:F  |
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| [**October**](http://www.timeanddate.com/calendar/monthly.html?year=2012&month=10&country=1) |  | [**November**](http://www.timeanddate.com/calendar/monthly.html?year=2012&month=11&country=1) |  | [**December**](http://www.timeanddate.com/calendar/monthly.html?year=2012&month=12&country=1) |
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| 8:3Q 15:N 21:1Q 29:F  |  | 6:3Q 13:N 20:1Q 28:F  |  | 6:3Q 13:N 20:1Q 28:F  |

| **Paid Holidays and Observances after 90 days of employment**  |
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| Jan 1 | [New Year's Day](http://www.timeanddate.com/holidays/us/new-year-day) |
| Jan 2 | ['New Year's Day' observed](http://www.timeanddate.com/holidays/us/new-year-day) |
| Jan 16 | [Martin Luther King Day](http://www.timeanddate.com/holidays/us/martin-luther-king-day) |
| Feb 14 | [Valentine's Day](http://www.timeanddate.com/holidays/us/valentine-day) |
| Feb 20 | [Presidents' Day](http://www.timeanddate.com/holidays/us/washington-birthday) |
| Apr 8 | [Easter Sunday](http://www.timeanddate.com/holidays/us/easter-sunday) |
| May 13 | [Mother's Day](http://www.timeanddate.com/holidays/us/mothers-day) |
| May 28 | [Memorial Day](http://www.timeanddate.com/holidays/us/memorial-day) |
| Jun 17 | [Father's Day](http://www.timeanddate.com/holidays/us/fathers-day) |
| Jul 4 | [Independence Day](http://www.timeanddate.com/holidays/us/independence-day) |

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| Sep 3 | [Labor Day](http://www.timeanddate.com/holidays/us/labor-day) |
| Oct 8 | [Columbus Day (Most regions)](http://www.timeanddate.com/holidays/us/columbus-day) |
| Oct 31 | [Halloween](http://www.timeanddate.com/holidays/us/halloween) |
| Nov 6 | [Election Day](http://www.timeanddate.com/holidays/us/election-day) |
| Nov 11 | [Veterans Day](http://www.timeanddate.com/holidays/us/veterans-day) |
| Nov 12 | ['Veterans Day' observed](http://www.timeanddate.com/holidays/us/veterans-day) |
| Nov 22 | [Thanksgiving Day](http://www.timeanddate.com/holidays/us/thanksgiving-day) |
| Dec 24 | [Christmas Eve](http://www.timeanddate.com/holidays/us/christmas-eve) |
| Dec 25 | [Christmas Day](http://www.timeanddate.com/holidays/us/christmas-day) |
| Dec 31 | [New Year's Eve](http://www.timeanddate.com/holidays/us/new-year-eve) |

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