



Step 1

Go to HR Forms on the web and click on Classified Employee Request for Vacation link http://www.imperial.edu/faculty-and-staff/human-resources/forms/



Receive Request ID# and e-mail confirmation upon successful request

Vacation Request Successfully Sent to: Joseph.Boss@imperial.edu

REQUEST ID: 27

You can close this window now.

Vacation Request Receipt

Request Information

Request ID: 27 Total Days Requesting: 2 Beginning: March 19, 2013 Through: March 20, 2013 Employee Comments: Taking only 4 hours off on 3/20/2013