



CDS Employee Vacation or Sick Day Request

When planning the yearly CDS budget, the employer has the flexibility to offer employee benefits, such as vacation or sick days. Once this benefit is added to the budget, the employer and employee can choose dates of vacation and submit this form as authorization to pay the dates. Steps for the employer to authorize vacation or sick days:

1. Employer completes this form, not the employee.
2. Employer submits this form to your Employer Services Manager:

Taylor Morales
Central Texas & the Gulf Coast
Cell: 832-725-0461
Taylor.morales@imagine-enterprises.org

Janice Norwood
West Texas & North Texas
Cell: 325-518-1950
Janice.norwood@imagine-enterprises.org

3. Imagine Enterprises will confirm the number of available vacation days that are notated in the CDS budget, and the number available/used on the CDS Tracker to ensure available days.

Employer Name (printed)

Employer Signature

Employer Phone Number

Employer Email

Date

Print the names of the employee(s) you are requesting vacation days for as well as the number of days for this payroll cycle.

Employee Name

(please see payroll calendar)

_____ days

Employee Name

_____ days

Employee Name

_____ days

