

**CALIFORNIA INSTITUTION FOR MEN**  
**ANNUAL (BID) VACATION CANCELLATION REQUEST FORM**  
**(Use separate form for each month)**

NAME: \_\_\_\_\_ PPAS ID #: \_\_\_\_\_ RANK: LT \_\_\_\_\_ SGT \_\_\_\_\_ C/O \_\_\_\_\_  
(Print Last, FI. MI.)

HR \_\_\_\_\_ PIE \_\_\_\_\_ VR \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

SENIORITY DATE: \_\_\_\_\_ FACILITY: MSF  RCC  RCW  RCE

WATCH: 1<sup>ST</sup>  2<sup>ND</sup>  3<sup>RD</sup>

**ANNUAL (BID) VACATION CANCELLATION REQUEST**

I REQUEST THAT THE FOLLOWING SCHEDULED VACATION BE CANCELLED:

MONDAY \_\_\_\_\_ THRU SUNDAY \_\_\_\_\_

MONDAY \_\_\_\_\_ THRU SUNDAY \_\_\_\_\_

MONDAY \_\_\_\_\_ THRU SUNDAY \_\_\_\_\_

MONDAY \_\_\_\_\_ THRU SUNDAY \_\_\_\_\_

MONDAY \_\_\_\_\_ THRU SUNDAY \_\_\_\_\_

FOR A TOTAL OF \_\_\_\_\_ WEEKS

PRE-SCHEDULED VACATIONS CAN BE CANCELLED NO LESS THAN THIRTY (30) CALENDAR DAYS IN ADVANCE OF THE SCHEDULED VACATION TIME.

STAFF MUST REPORT TO PERSONNEL ASSIGNMENTS TO COMPLETE THE CANCELLATION FORM.

CANCELLATION FORMS WILL ALSO BE ACCEPTED VIA FAX FOR STAFF THAT CANNOT REPORT IN PERSON (FAX# 909-606-7105).

VACATION WILL NOT BE CANCELLED ONCE IT HAS BEEN POSTED ON STAFF BULLETIN BOARD.

**RECEIPT VERIFICATION STAMP**