

EMPLOYEE VACATION TIME
REQUEST FORM

Employee's Name _____ Date: _____

School Assigned: _____

Position: _____

Vacation Entitlement Remaining Days: _____

Regulations:

1. An employee should arrange his/her vacation schedule with his/her principal/supervisor.
2. Requests should normally be made at least a week in advance of this desired vacation period.
3. An employee should report to his/her principal/supervisor the day following his/her vacation period so that accurate records can be maintained.
4. If possible, the employee should list his/her vacation address and phone number, or a person to contact in case of an emergency.

Vacation Dates Requested (please list each date separately):

Total Days Requested: _____

Comments: _____

Vacation Address or Emergency Contact: _____

Action Taken: Approved _____ Denied: _____

Principal/Supervisor _____ Date: _____

Comments: _____

Superintendent _____ Date: _____

Comments: _____