

Updated 12/2/2024

REQUEST FOR VACATION DAYS
(Custodial/Maintenance)

Date: _____ Name: (print) _____

am requesting the following vacation day(s).

Date of Absence to Begin _____ Date of Return to Duty _____

Name of Sub: _____

All requests for vacation days should be submitted at least one week in advance to Central Office.

The employee needs to complete both forms on this page and send to Central Office. After approval is given a copy of the signed document will be returned to the employee so that they know the time has been approved. If Custodial, it will be added to the Custodial Calendar.

Note: It is the employee's responsibility to determine if unused vacation day(s) are available. Use of leave beyond the balance of unused days available will result in loss of pay. It is also the employee's responsibility to complete the absence form for these days and turn in with their payroll.

Employee's Signature

Central Office Approval

REQUEST FOR VACATION DAYS
(Custodial/Maintenance)

Date: _____ Name: (print) _____

am requesting the following vacation day(s).

Date of Absence to Begin _____ Date of Return to Duty _____

Name of Sub: _____

All requests for vacation days should be submitted at least one week in advance to Central Office.

The employee needs to complete both forms on this page and send to Central Office. After approval is given a copy of the signed document will be returned to the employee so that they know the time has been approved. If Custodial, it will be added to the Custodial Calendar.

Note: It is the employee's responsibility to determine if unused vacation day(s) are available. Use of leave beyond the balance of unused days available will result in loss of pay. It is also the employee's responsibility to complete the absence form for these days and turn in with their payroll.

Employee's Signature

Central Office Approval