

**Vacation Request Form**

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Department/School & Position \_\_\_\_\_

Please schedule my vacation for the following dates:

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

3<sup>rd</sup> Choice: \_\_\_\_\_

Special circumstance the supervisor should be aware of: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub Needed: Yes or No

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Recommend \_\_\_\_ Not Recommend \_\_\_\_ Date \_\_\_\_\_

Supervisor/Principal Signature \_\_\_\_\_

Approved \_\_\_\_ Not Approved \_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_

Except in the case of an emergency or extenuating circumstances requests must be given to your supervisor, or in his absence, to his designee, at least 48 hours in advance.

**\* Vacation time is referenced in Article (XIII,II) in the contract.**