

VOORHEESVILLE CENTRAL SCHOOL DISTRICT

VACATION REQUEST

EMPLOYEE

Those persons having more than one year of continuous service in the District but less than five years may request two weeks of paid vacation; those having five years or more of continuous service in this District may request three weeks of paid vacation. Employees who have completed eleven or more years of continuous service shall receive vacation time as described in the current contract. Please indicate below the time that you would like to request for vacation.

Dates - _____
Use a separate sheet for each vacation period requested during year

Note: An employee may accumulate (carry over) up to a maximum of five vacation days per year.

An effort will be made to grant vacation at the times asked for above. However, some rearranging may need to be done after requests have been received.

Please sign and give to your immediate supervisor to inform him/her of the dates you are proposing to take off.

Signature of Employee

Date

SUPERVISOR

*Comment of immediate supervisor. _____

*This comment does not constitute approval of vacation request.

DISTRICT OFFICE

Approved/Not approved (Circle One)

If Not approved - Reason _____

Signature (Sup't. or Designee)

Date