

NECSD Vacation Request Form 2011-2012-revised-9/27/2011

Name: _____

Date: _____

Reporting Location: _____

Title: _____

“Circle” the days you intend to use as vacation on the calendar below. **Prior approval is required for all vacation days, so please plan accordingly.** Return to immediate supervisor for approval. Please **DO NOT** call the tape for vacation days. Unapproved vacation time may be charged against sick time or result in loss of pay. “H” indicates a district holiday for that day.

July 2011

Holidays are built into calendar

S	M	T	W	T	F	S
					1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

of Days taken _____
Balance of days _____

January 2012

Holidays are built into calendar

S	M	T	W	T	F	S
1	H	3	4	5	6	7
8	9	10	11	12	13	14
15	H	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

of Days taken _____
Balance of days _____

August 2011

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

of Days taken _____
Balance of days _____

February 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28	29			

of Days taken _____
Balance of days _____

September 2011

S	M	T	W	T	F	S
				1	2	3
4	H	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	H	H	

of Days taken _____
Balance of days _____

March 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

of Days taken _____
Balance of days _____

October 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	H	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

of Days taken _____
Balance of days _____

April 2012

S	M	T	W	T	F	S
1	2	3	4	H	H	7
8	H	H	H	H	H	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

of Days taken _____
Balance of days _____

November 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	H	12
13	14	15	16	17	18	19
20	21	22	23	H	H	26
27	28	29	30			

of Days taken _____
Balance of days _____

May 2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	H	29	30	31		

of Days taken _____
Balance of days _____

December 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	H
H	H	H	H	H	H	H

of Days taken _____
Balance of days _____

June 2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

of Days taken _____
Balance of days _____

Approved by: _____

Date: _____