NECSD Vacation Request Form 2024-2025

Name: _____

Date:

Reporting Location: _____

Title:

"Circle" the days you intend to use as vacation on the calendar below. <u>Prior approval is required for all</u> <u>vacation days, so please plan accordingly.</u> Return to immediate supervisor for approval. Please <u>DO NOT</u> 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 2024						Holidays are built into calendar	January 2025							Holidays are built into calendar		
S	Μ	Т	W	Т	F	S		s	М	Т	W	Т	F	S			
	1	2	3	4	5	6		_			н	2	3	4			
7	8	9	10	11	12	13		5	6	7	8	9	10	11			
14	15	16	17	18	19	20		12	13	14	15	16	17	18			
21	22	23	24	25	26	27	# of Days taken	19	Н	21	22	23	24	25	# of Days taken		
28	29	30	31				Balance of days	26	27	28	Η	30	31		Balance of days		
_	August 2024						_		Fe	bru	lary	20	25		1		
S	Μ	Т	W	Т	F	S		S	М	Т	W	Т	F	S			
				1	2	3								1			
4	5	6	7	8	9	10		2	3	4	5	6	7	8			
11	12	13	14	15	16	17		9	10	11	12	13	14	15			
18	19	20	21	22	23			16	Н	Н	Н	20	21	22	# of Days taken		
25	26	27	28	29	30	31	Balance of days	23	24	25	26	27	28		Balance of days		
	Se	pte	mbe	er 2	024	. –	March 2025										
S	Μ	Т	W	Т	F	S		S	Μ	Т	W	Т	F	S			
1	н	3	4	5	6	7								1			
8	9	10	11	12	13	14		2	3	4	5	6	7	8			
15	16	17	18	19	20	21		9	10	11	12	13	14	15			
22	23	24	25	26	27	28		16	17	18	19	20	21	22			
29	30							23	24	25	26	27	28	29	# of Days taken		
							Balance of days	30	Н						Balance of days		
	October 2024									April 2025							
0																	
S	Μ	Т	W	Т	F	S		S	М	Т	W	Т	F	s			
3	М	1	2	н	F H	5		S	М	1	W 2	3	4	5			
6	7	1 8	2 9	Н 10	Н 11	5 12		6	7	1 8	2 9	3 10	4 11	5 12			
6 13	7 H	1 8 15	2 9 16	H 10 17	H 11 18	5 12 19		6 13	7 H	1 8 H	2 9 H	3 10 H	4 11 H	5 12 19			
6 13 20	7 H 21	1 8 15 22	2 9 16 23	H 10 17 24	Н 11	5 12		6 13 20	7 H 21	1 8 H 22	2 9 H 23	3 10	4 11	5 12			
6 13	7 H	1 8 15	2 9 16	H 10 17	H 11 18	5 12 19	# of Days taken	6 13	7 H	1 8 H	2 9 H	3 10 H	4 11 H	5 12 19	# of Days taken		
6 13 20	7 H 21 28	1 8 15 22 29	2 9 16 23 30	H 10 17 24 31	H 11 18 25	5 12 19		6 13 20	7 H 21	1 8 H 22 29	2 9 H 23 30	3 10 H 24	4 11 H	5 12 19	# of Days taken Balance of days		
6 13 20 27	7 H 21 28 NC	1 8 15 22 29	2 9 16 23 30 mbe	H 10 17 24 31 er 2(H 11 18 25 024	5 12 19 26	# of Days taken Balance of days	6 13 20 27	7 H 21 28	1 8 H 22 29 Ma	2 9 H 23 30 y 20	3 10 H 24	4 11 H 25	5 12 19 26			
6 13 20	7 H 21 28	1 8 15 22 29	2 9 16 23 30	H 10 17 24 31	H 11 18 25	5 12 19 26 	# of Days taken Balance of days	6 13 20	7 H 21	1 8 H 22 29	2 9 H 23 30	3 10 H 24	4 11 H	5 12 19			
6 13 20 27 S	7 H 21 28 NC	1 8 15 22 29 VEI T	2 9 16 23 30 mbe	H 10 17 24 31 er 2(H 11 18 25 024 F 1	5 12 19 26 	# of Days taken : Balance of days	6 13 20 27 S	7 H 21 28 M	1 8 H 22 29 Ma T	2 9 H 23 30 y 2(3 10 H 24)25 T 1	4 11 H 25 F 2	5 12 19 26 S 3			
6 13 20 27 S 3	7 H 21 28 NO M	1 8 15 22 29 VEI T	2 9 16 23 30 mbe	H 10 17 24 31 er 2(T 7	H 11 25)24 F 1 8	5 12 19 26 	# of Days taken Balance of days	6 13 20 27 S	7 H 21 28 M	1 8 H 22 29 Ma T 6	2 9 H 23 30 y 2(W 7	3 10 H 24)25 T 1 8	4 11 25 F 2 9	5 12 19 26 S 3 10			
6 13 20 27 S 3 10	7 H 21 28 NC M 4 H	1 8 15 22 29 Ver T 5 12	2 9 16 23 30 mbe %	H 10 17 24 31 er 2(T 7 14	H 11 18 25 D24 F 1 8 15	5 12 19 26 	# of Days taken	6 13 20 27 27 S 4 11	7 H 21 28 M 5 12	1 8 H 22 29 Ma T 6 13	2 9 H 23 30 y 2(W 7 14	3 10 H 24)25 T 1 8 15	4 11 25 F 2 9 16	5 12 19 26 S 3 10 17			
6 13 20 27 S 3 10 17	7 H 21 28 NO M 4 H 18	1 8 15 22 29 Ver T 5 12 19	2 9 16 23 30 mbe W 6 13 20	H 10 17 24 31 er 2(T 7 14 21	H 11 18 25)24 F 1 8 15 22	5 12 19 26 	# of Days taken : Balance of days	6 13 20 27 27 S 4 11 18	7 H 21 28 M 5 12 19	1 8 H 22 29 Ma T 5 6 13 20	2 9 H 23 30 y 2(W 7 14 21	3 10 H 24)25 T 1 8 15 22	4 11 25 F 2 9 16 23	5 12 19 26 S 3 10 17 24	Balance of days		
6 13 20 27 S 3 10	7 H 21 28 NC M 4 H	1 8 15 22 29 Ver T 5 12	2 9 16 23 30 mbe %	H 10 17 24 31 er 2(T 7 14	H 11 18 25 D24 F 1 8 15	5 12 19 26 	# of Days taken Balance of days	6 13 20 27 27 S 4 11	7 H 21 28 M 5 12	1 8 H 22 29 Ma T 6 13	2 9 H 23 30 y 2(W 7 14	3 10 H 24)25 T 1 8 15	4 11 25 F 2 9 16	5 12 19 26 S 3 10 17 24	Balance of days # of Days taken		
6 13 20 27 S 3 10 17	7 H 21 28 NO M 4 H 18 25	1 8 15 22 29 Ver T 5 12 19 26	2 9 16 23 30 nbe W 6 13 20 27	H 10 17 24 31 er 2(T 7 14 21 H	H 11 18 25 D24 F 1 8 15 22 H	5 12 19 26 	# of Days taken : Balance of days	6 13 20 27 27 S 4 11 18	7 H 21 28 M 5 12 19 H	1 8 H 22 29 Ma T 5 6 13 20 27	2 9 H 23 30 y 20 W 7 14 21 28	3 10 H 24)25 T 1 8 15 22 29	4 11 H 25 F 2 9 16 23 30	5 12 19 26 S 3 10 17 24	Balance of days		
6 13 20 27 S 3 10 17	7 H 21 28 NC M 4 H 18 25 De	1 8 15 22 29 VVEI T 5 5 12 19 26 CCEI	2 9 16 23 30 mbe 6 13 20 27 mbe	H 10 17 24 31 er 2(T 7 14 21 H er 2(H 11 18 25 D24 F 1 8 15 22 H	5 12 19 26 8 9 16 23 30	# of Days taken Balance of days # of Days taken Balance of days	6 13 20 27 S S 4 11 18 25	7 H 21 28 M 5 12 19 H	1 8 H 22 29 Ma T 5 6 13 20 27	2 9 H 23 30 y 20 W 7 14 21 28 e 2	3 10 H 24)25 T 1 8 15 22 29	4 11 H 25 F 2 9 16 23 30	5 12 19 26 5 3 10 17 24 31	Balance of days # of Days taken		
6 13 20 27 S 3 10 17	7 H 21 28 NO M 4 H 18 25	1 8 15 22 29 Ver T 5 12 19 26	2 9 16 23 30 nbe W 6 13 20 27	H 10 17 24 31 er 2(T 7 14 21 H	H 11 18 25 D24 F 1 8 15 22 H	5 12 19 26 	# of Days taken Balance of days # of Days taken Balance of days	6 13 20 27 27 S 4 11 18	7 H 21 28 M 5 12 19 H	1 8 H 22 29 Ma T 5 6 13 20 27	2 9 H 23 30 y 20 W 7 14 21 28	3 10 H 24)25 T 1 8 15 22 29	4 11 H 25 F 2 9 16 23 30	5 12 19 26 S 3 10 17 24 31 S	Balance of days # of Days taken		
6 13 20 27 5 3 10 17 24	7 H 21 28 NC M 4 H 18 25 De	1 8 15 22 29 VVCI T 5 12 19 26 CCI T 3	2 9 16 23 30 W W 6 13 20 27 T T D B W 4	H 10 17 24 31 7 7 14 21 H H T 5	H 11 18 25)24 F 1 8 15 22 H H)24	5 12 19 26 	# of Days taken : Balance of days : # of Days taken : Balance of days :	6 13 20 27 S S 4 11 11 18 25 S 1	7 H 21 28 M 5 12 19 H	1 8 H 22 29 Maa T 13 20 27 Jun T 3	2 9 H 23 30 W V 7 14 21 28 R e 2 W 4	3 10 H 24)255 T 1 8 15 22 29 0255 T 5	4 11 H 25 7 9 16 23 30 F 6	5 12 19 26 S 3 10 17 24 31 S 7	Balance of days # of Days taken		
6 13 20 27 5 3 10 17 24 5 1 8	7 H 21 28 NCC M 4 H 18 25 DEC M 2 9	1 8 15 22 29 Ver T 5 12 19 26 Cer T 3 10	2 9 16 23 30 W 6 13 20 27 W w 4 11	H 10 17 24 31 7 7 14 21 H H T 5 12	H 11 18 25 D24 F 1 8 15 22 H D24 F 6 13	5 12 19 26 S 2 9 16 23 30 S 7 14	# of Days taken	6 13 20 27 S 4 11 11 18 25 S 1 8	7 H 21 28 M 5 12 19 H H M 2 9	1 8 H 22 29 Ma T 13 20 27 Jun T 3 10	2 9 H 23 30 y 2(W 7 14 21 28 W 4 11	3 10 H 24)255 T 1 8 15 22 29 0255 T 5 12	4 11 H 25 7 9 16 23 30 F 6 13	5 12 19 26 S 3 10 17 24 31 S 7 14	Balance of days # of Days taken		
6 13 20 27 5 3 10 17 24 5 1 8 15	7 H 21 28 NC M 4 H H 8 25 De De 9 9 16	1 8 15 22 29 Ver 7 12 19 26 Cer 7 3 10	2 9 16 23 30 mbe 6 13 20 27 27 wbe W 4 11	H 10 17 24 31 T 7 7 14 21 H H T 5 12 19	H 11 18 25)24 F 1 8 15 22 H H)24 F 6 13 20	5 12 19 26 5 2 9 9 16 23 30 30 5 7 14 21	# of Days taken	6 13 20 27 S 4 11 18 25 S 1 8 15	7 H 21 28 M 5 12 19 H H 2 9 9 16	1 8 H 22 29 Ma T 6 6 13 20 27 27 Jun T 3 10	2 9 H 23 30 y 20 W 7 14 21 28 w 4 11 18	3 10 H 24)255 T 1 8 15 22 29 0255 T 5 12 H	4 11 H 25 F 2 9 9 16 23 30 F 6 13 20	5 12 19 26 3 10 17 24 31 5 7 14 21	Balance of days # of Days taken Balance of days		
6 13 20 27 3 10 17 24 5 1 8 15 22	7 H 21 28 NO M 4 H H 8 25 De De M 2 9 16 H	1 8 15 22 29 VVEI T 5 12 19 26 CCEI T 3 10 17 H	2 9 16 23 30 W 6 13 20 27 W w 4 11	H 10 17 24 31 7 7 14 21 H H T 5 12	H 11 18 25 D24 F 1 8 15 22 H D24 F 6 13	5 12 19 26 5 2 9 9 16 23 30 30 5 7 14 21	# of Days taken i Balance of days i # of Days taken i Balance of days i # of Days taken i Balance of days i	6 13 20 27 S 4 11 18 25 S 1 8 15 22	7 H 21 28 M 5 12 19 H H M 2 9 16 23	1 8 H 22 29 Ma T 13 20 27 Jun T 3 10	2 9 H 23 30 y 2(W 7 14 21 28 W 4 11	3 10 H 24)255 T 1 8 15 22 29 0255 T 5 12	4 11 H 25 7 9 16 23 30 F 6 13	5 12 19 26 3 10 17 24 31 5 7 14 21	Balance of days # of Days taken Balance of days # of Days taken		
6 13 20 27 5 3 10 17 24 5 1 8 15	7 H 21 28 NC M 4 H H 8 25 De De 9 9 16	1 8 15 22 29 Ver 7 12 19 26 Cer 7 3 10	2 9 16 23 30 mbe 6 13 20 27 27 wbe W 4 11	H 10 17 24 31 T 7 7 14 21 H H T 5 12 19	H 11 18 25)24 F 1 8 15 22 H H)24 F 6 13 20	5 12 19 26 5 2 9 9 16 23 30 30 5 7 14 21	# of Days taken i Balance of days i # of Days taken i Balance of days i # of Days taken i Balance of days i	6 13 20 27 S 4 11 18 25 S 1 8 15	7 H 21 28 M 5 12 19 H H 2 9 9 16	1 8 H 22 29 Ma T 6 6 13 20 27 27 Jun T 3 10	2 9 H 23 30 y 20 W 7 14 21 28 w 4 11 18	3 10 H 24)255 T 1 8 15 22 29 0255 T 5 12 H	4 11 H 25 F 2 9 9 16 23 30 F 6 13 20	5 12 19 26 3 10 17 24 31 5 7 14 21	Balance of days # of Days taken Balance of days		

Approved by: ____

Date: _____

Use WinCap web to keep track of the balance of your days. https://wincapweb.com/empselfserve