NECSD Vacation Request Form 2018-2019

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 2018							Holidays are built into calendar	January 2019							Holidays are built into calendar
S	М	Т	W	Т	F	S		S	М	Т	w	Т	F	S	
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29	30	31	25	20	21	20	Balance of days	27	28	29	30	31	25	20	Balance of days
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26	27	28	29	30	31	20	Balance of days	24	25	26	27	28		20	Balance of days
	September 2018 March 2019													,	
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23	24	25	20	21	20		Balance of days	31	23	20	21	20	29	30	Balance of days
	October 2018 April 2019														
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	November 2018 May 2019														
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25	26	27	28	29	30		# of Days taken Balance of days	26	Н	28	29	30	31		# of Days taken Balance of days
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Approved by: Date:

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