

NECSD Vacation Request Form 2026-2027

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. Unapproved vacation time may be charged against sick time or result in loss of pay. “H” indicates a district holiday for that day.

July 2026

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

January 2027

S	M	T	W	T	F	S	# of Days taken
					H	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	H	19	20	21	22	23	Balance of days
24	25	26	27	28	29	30	
31							

August 2026

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

February 2027

S	M	T	W	T	F	S	# of Days taken
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	H	H	H	H	H	20	
21	22	23	24	25	26	27	Balance of days
28							

September 2026

S	M	T	W	T	F	S	# of Days taken
		1	2	3	4	5	
6	H	8	9	10	11	12	
13	14	15	16	17	18	19	
20	H	22	23	24	25	26	Balance of days
27	28	29	30				

March 2027

S	M	T	W	T	F	S	# of Days taken
	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	H	27	Balance of days
28	H	H	H				

October 2026

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

April 2027

S	M	T	W	T	F	S	# of Days taken
				H	H	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	Balance of days
25	26	27	28	29	30		

November 2026

S	M	T	W	T	F	S	# of Days taken
1	2	3	4	5	6	7	
8	9	10	H	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	H	H	28	Balance of days
29	30						

May 2027

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

December 2026

S	M	T	W	T	F	S	# of Days taken
		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	26	Balance of days
27	H	H	H	H			

June 2027

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

Approved by: _____

Date: _____

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