

NECSD Vacation Request Form 2020-2021

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 2020

Holidays are built into calendar

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	1
# of Days taken _____						
Balance of days _____						

August 2020

S	M	T	W	T	F	S
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 _____						

September 2020

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

October 2020

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

November 2020

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	24	25	H	H	28
29	30					
# of Days taken _____						
Balance of days _____						

December 2020

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	26
27	H	H	H	H		
# of Days taken _____						
Balance of days _____						

January 2021

Holidays are built into calendar

S	M	T	W	T	F	S
					H	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	27	28	29	30
# of Days taken _____						
Balance of days _____						

February 2021

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

March 2021

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	H	H	H			
# of Days taken _____						
Balance of days _____						

April 2021

S	M	T	W	T	F	S
				H	H	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	1
# of Days taken _____						
Balance of days _____						

May 2021

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

June 2021

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: _____