NECSD Vacation Request Form 2023-2024

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.

							Holidays are built into calendar	January 2024						Holidays are built into calendar	
S	М	Т	W	Т	F	S		S	Μ	Т	W	Т	F	S	
						1			н	2	3	4	5	6	
2	Н	Н	5	6	7	8		7	8	9	10	11	12	13	
9	10	11	12	13	14	15		14	н	16	17	18	19	20	
16	17	18	19	20	21	22	# of Days taken	21	22	23	24	25	26	27	# of Days taken
23	24	25	26	27	28	29	Balance of days	28	29	30	31				Balance of days
30	31				Ļ				L						
	August 2023									ebru	iary	202	24		_
S	М	Т	W	Т	F	S		S	Μ	Т	A	Т	F	s	
		1	2	3	4	5						1	2	3	
6	7	8	9	10	11	12		4	5	6	7	8	9	10	
13	14	15	16	17	18	19		11	12	13	14	15	16	17	
20	21	22	23	24	25	26	# of Days taken	18	Н	Н	Н	н	н	24	# of Days taken
27	28	29	30	31			Balance of days	25	26	27	28	29			Balance of days
	Se	pter	nbe	er 20	023			March 2024							
S	М	Т	W	Т	F	S		S	М	Т	W	Т	F	S	
-		-		-	1	2		-		-		-	1	2	
3	Н	5	6	7	8	9		3	4	5	6	7	8	9	
10	11	12	13	14	15	16		10	11	12	13	14	15	16	
17	18	19	20	21	22	23		17	18	19	20	21	22	23	
24	Н	26	27	28	29	30	# of Days taken	24	Н	Н	Н	Н	Н	30	# of Days taken
							Balance of days	31							Balance of days
October 2023								April 2024							
S	м	Т	w	_	_							_			
		•	~~	Т	F	S		S	М	Т	W	Т	F	S	
1	2	3	4	5	6	7			M 1	2	3	4	5	6	
89	Н	3 10	4 11	5 12	6 13	7 14		7	1 8	2 9	3 H	4 11	5 12	6 13	
89 15	H 16	3 10 17	4 11 18	5 12 19	6 13 20	7 14 21		7 14	1 8 15	2 9 16	3 H 17	4 11 18	5 12 19	6 13 20	
89 15 22	H 16 23	3 10 17 24	4 11	5 12	6 13	7 14		7 14 21	1 8 15 22	2 9 16 23	3 H	4 11	5 12	6 13	
89 15	H 16	3 10 17	4 11 18	5 12 19	6 13 20	7 14 21	# of Days taken	7 14	1 8 15	2 9 16	3 H 17	4 11 18	5 12 19	6 13 20	# of Days taken
89 15 22	H 16 23 30	3 10 17 24 31	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21	# of Days taken Balance of days	7 14 21	1 8 15 22	2 9 16 23 30	3 H 17 24	4 11 18 25	5 12 19	6 13 20	# of Days taken Balance of days
89 15 22	H 16 23 30	3 10 17 24 31	4 11 18	5 12 19 26	6 13 20 27	7 14 21		7 14 21	1 8 15 22	2 9 16 23 30 Ma	3 H 17	4 11 18 25	5 12 19	6 13 20	
89 15 22	H 16 23 30	3 10 17 24 31	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21		7 14 21	1 8 15 22	2 9 16 23 30	3 H 17 24	4 11 18 25	5 12 19	6 13 20	
89 15 22 29 S	H 16 23 30 NO	3 10 17 24 31 • ven T	4 11 18 25 nbe W 1	5 12 19 26 r 20 T 2	6 13 20 27)23 F 3	7 14 21 28 		7 14 21 28 S	1 8 15 22 29	2 9 16 23 30 Ma T	3 H 17 24 y 2(W 1	4 11 18 25)24 T 2	5 12 19 26 F 3	6 13 20 27 	
89 15 22 29 S 5	H 16 23 30 NO M 6	3 10 17 24 31 Ven T 7	4 11 18 25 nbe W 1 8	5 12 19 26 r 20 T 2 9	6 13 20 27)23 F 3 H	7 14 21 28 5 4 11		7 14 21 28 5	1 8 15 22 29 M	2 9 16 23 30 Ma T 7	3 H 17 24 y 2(W 1 8	4 11 18 25)24 T 2 9	5 12 19 26 F 3 10	6 13 20 27 27 S 4 11	
89 15 22 29 S 5 12	H 16 23 30 NO M 6 13	3 10 17 24 31 • Ven T 7 14	4 11 18 25 nbe W 1 8 15	5 12 19 26 r 20 T 2 9 16	6 13 20 27 D23 F 3 H 17	7 14 21 28 5 4 11 18		7 14 21 28 5 5 12	1 8 15 22 29 M 6 13	2 9 16 23 30 Ma T 7 14	3 H 17 24 y 20 W 1 8 15	4 11 18 25)24 T 2 9 16	5 12 19 26 F 3 10 17	6 13 20 27 27 5 4 11 18	
89 15 22 29 S 5 12 19	H 16 23 30 NO M 6 13 20	3 10 17 24 31 Ven T 7 14 21	4 11 18 25 nbe W 1 8 15 22	5 12 19 26 r 20 T 2 9 16 H	6 13 20 27)23 F 3 H	7 14 21 28 5 4 11	Balance of days	7 14 21 28 5 5 12 19	1 8 15 22 29 M 6 13 20	2 9 16 23 30 Ma T 7 14 21	3 H 17 24 y 2(W 1 8 15 22	4 11 18 25)24 T 2 9 16 23	5 12 19 26 F 3 10 17 24	6 13 20 27 27 S 4 11	Balance of days
89 15 22 29 S 5 12	H 16 23 30 NO M 6 13	3 10 17 24 31 • Ven T 7 14	4 11 18 25 nbe W 1 8 15	5 12 19 26 r 20 T 2 9 16	6 13 20 27 D23 F 3 H 17	7 14 21 28 5 4 11 18	Balance of days	7 14 21 28 5 5 12	1 8 15 22 29 M 6 13	2 9 16 23 30 Ma T 7 14	3 H 17 24 y 20 W 1 8 15	4 11 18 25)24 T 2 9 16	5 12 19 26 F 3 10 17	6 13 20 27 27 5 4 11 18	Balance of days # of Days taken
89 15 22 29 S 5 12 19	H 16 23 30 NO M 6 13 20 27	3 10 17 24 31 Ven T 7 14 21 28	4 11 18 25 mbe W 1 8 15 22 29	5 12 19 26 r 20 T 2 9 16 H 30	6 13 20 27 D23 F 3 H 17 H	7 14 21 28 5 4 11 18	Balance of days	7 14 21 28 5 5 12 19	1 8 15 22 29 M 6 13 20 H	2 9 16 23 30 Ma T 7 14 21 28	3 H 17 24 y 20 W 1 8 15 22 29	4 11 18 25)24 T 2 9 16 23 30	5 12 19 26 F 3 10 17 24 31	6 13 20 27 27 5 4 11 18	Balance of days
89 15 22 29 S 5 12 19 26	H 16 23 30 NO M 6 13 20 27 De	3 10 17 24 31 Ven T 7 14 21 28 Cen	4 11 18 25 nbe 1 8 15 22 29 nbe	5 12 19 26 r 20 T 2 9 16 H 30 r 20	6 13 20 27)23 F 3 H 17 H 23	7 14 21 28 5 4 11 18 25	Balance of days	7 14 21 28 5 5 12 19 26	1 8 15 22 29 M 6 13 20 H	2 9 16 23 30 T 7 14 21 28 Jun	3 H 17 24 y 20 W 1 8 15 22 29 e 2	4 11 18 25)24 T 2 9 16 23 30 024	5 12 19 26 F 3 10 17 24 31	6 13 20 27 5 4 11 18 25	Balance of days # of Days taken
89 15 22 29 S 5 12 19	H 16 23 30 NO M 6 13 20 27	3 10 17 24 31 Ven T 7 14 21 28	4 11 18 25 mbe W 1 8 15 22 29	5 12 19 26 r 20 T 2 9 16 H 30	6 13 20 27)23 F 3 H 17 H 17 H 0 23	7 14 21 28 S 4 11 18 25 	Balance of days	7 14 21 28 5 5 12 19	1 8 15 22 29 M 6 13 20 H	2 9 16 23 30 Ma T 7 14 21 28	3 H 17 24 y 20 W 1 8 15 22 29	4 11 18 25)24 T 2 9 16 23 30	5 12 19 26 F 3 10 17 24 31	6 13 20 27 5 5 4 11 18 25 5 5	Balance of days # of Days taken
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89 15 22 29 5 12 19 26 5 3	H 16 23 30 M 6 13 20 27 De M 4	3 10 17 24 31 7 7 14 21 28 Cen T 5	4 11 18 25 nbe W 1 8 15 22 29 nbe W 6	5 12 19 26 r 20 T 2 9 16 H 30 r 20 T 7	6 13 20 27)23 F 3 H 17 H H D 23 F 1 8	7 14 21 28 8 4 11 18 25 5 5 2 9	Balance of days	7 14 21 28 5 5 12 19 26 5 2	1 8 15 22 29 M 6 13 20 H H M 3	2 9 16 23 30 T 7 14 21 28 Jun T 4	3 H 17 24 y 2(W 1 8 15 22 29 W 1 8 15 22 29 W 5	4 11 18 25)24 T 2 9 16 23 30 024 T 6	5 12 19 26 F 3 10 17 24 31 F F 7	6 13 20 27 5 4 11 18 25 5 5 1 8	Balance of days # of Days taken
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89 15 22 29 5 12 19 26 5 3	H 16 23 30 M 6 13 20 27 De M 4	3 10 17 24 31 7 7 14 21 28 Cen T 5	4 11 18 25 nbe W 1 8 15 22 29 nbe W 6	5 12 19 26 r 20 T 2 9 16 H 30 r 20 T 7	6 13 20 27)23 F 3 H 17 H H D 23 F 1 8	7 14 21 28 8 4 11 18 25 5 5 2 9	Balance of days	7 14 21 28 5 5 12 19 26 5 2	1 8 15 22 29 M 6 13 20 H H M 3	2 9 16 23 30 T 7 14 21 28 Jun T 4	3 H 17 24 y 2(W 1 8 15 22 29 W 1 8 15 22 29 W 5	4 11 18 25)24 T 2 9 16 23 30 024 T 6	5 12 19 26 F 3 10 17 24 31 F F 7	6 13 20 27 5 4 11 18 25 5 1 8 15	Balance of days # of Days taken

Approved by: _____

Date:

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