

# NECSD Vacation Request Form 2023-2024

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 2023

*Holidays are built into calendar*

S	M	T	W	T	F	S
						1
2	3	H	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 _____

### January 2024

*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	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						# of Days taken _____
						Balance of days _____

### August 2023

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		
						# of Days taken _____
						Balance of days _____

### February 2024

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	H	H	H	H	H	24
25	26	27	28	29		
						# of Days taken _____
						Balance of days _____

### September 2023

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

### March 2024

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	H	H	H	H	H	30
31						
						# of Days taken _____
						Balance of days _____

### October 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	H	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 _____

### April 2024

S	M	T	W	T	F	S
	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	26	27
28	29	30				
						# of Days taken _____
						Balance of days _____

### November 2023

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

### May 2024

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	H	28	29	30	31	
						# of Days taken _____
						Balance of days _____

### December 2023

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	H	H	H	H	H	30
31						
						# of Days taken _____
						Balance of days _____

### June 2024

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	H	20	21	22
23	24	25	26	27	28	29
30						
						# 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>