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 a															oval is required for all
vacation days, so please plan accordingly. Return to immediate supervisor for approval. Please DO NOT															
							ys. Unapproved vacatior		e ma	y be	cha	rged	d aga	ains	t sick time or result in
loss of pay. "H" indicates a district holiday for that day.															
July 2023							Holidays are built into calendar	January 2024 Holidays are built into calendar							
S	М	Т	W	Т	F	S		S	М	Т	W	Т	F	S	
						1			Н	2	3	4	5	6	
2	3	11	5 12	6 13	7 14	8 15		7	8 H	9 16	10	11 18	12 19	13 20	
9 16	10 17	18	12	20	21		# of Days taken	14 21	<u>н</u> 22	23	17 24	25	26		# of Days taken
23	24	25	26	27	28	29	Balance of days	28	29	30	31	20	20		Balance of days
30	31						, <u></u>								,
	Δ	lugi	ust	202	3			February 2024							
S	М	T	W	Т	F	S		S	М	Т	W	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	" (D	11	12	13	14	15	16	17	" (5
20	21 28	22	23 30	24 31	25	26	# of Days taken Balance of days	18 25	1 26	H 27	H 28	H 29	Н	24	# of Days taken Balance of days
LI					122		Dalarice of days	23					4		Dalarice of days
-		pter				_	1	-			ch 2			-	1
S	M	Т	W	Т	F	S		S	М	Т	W	Т	F	S	
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
	0	cto	ber	202	23		-			Apı	ril 2	<u>024</u>			-
S	М	Т	W	Т	F	S		S	М	Т	W	Т	F	S	
1	2	3	4	5	6	7			1	2	3	4	5	6	
89	H	10 17	11	12	13	14		7	8	9	H	11	12	13	
15 22	16 23	24	18 25	19 26	20 27	21 28		14 21	15 22	16 23	17 24	18 25	19 26	20 27	
29	30	31	23	20	LI	20	# of Days taken	28	29	30	2-7	20	20	21	# of Days taken
		-					Balance of days								Balance of days
	No	ver	nbe	r 20)23					Ма	y 20)24			
S	М	Т	W	Т	F	S		S	М	Т	W	Т	F	S	
			1	2	3	4					1	2	3	4	
5	6	7	8	9	Н	11		5	6	7	8	9	10	11	
12	13	14	15	16	17	18		12	13	14	15	16	17	18	
19 26	20	21	22	H 30	Н	25	# of Days taken	19	20	21	22	23	24	25	# of Days taken
20	27	28	29	30			# of Days taken Balance of days	26	Н	28	29	30	31		# of Days taken Balance of days
	De	cen	nhe	r 20	23					Jur	ne 2	024			
S	М	T	W	T	F	S	1	S	М	Т	W	T	F	S	
3	141		**		1	2		3	141	•		•	•	1	
3	4	5	6	7	8	9		2	3	4	5	6	7	8	
10	11	12	13	14	15	16		9	10	11	12	13	14	15	
17	18	19	20	21	22	23	# of Days taken	16	17	18	Н	20	21		# of Days taken
24	Н	Н	Н	Н	Н	30	Balance of days	23	14	25	26	27	28	29	Balance of days
31	<u> </u>		<u> </u>	30	<u> </u>	<u> </u>	<u> </u>				<u> </u>				

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

Date:

Approved by: