## **NECSD Vacation Request Form 2019-2020**

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 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.

July 2019							Holidays are built into calendar	January 2020							Holidays are built into calendar
S	М	Т	w	Т	F	S		S	М	Т	w	Т	F	S	
	1	2	3	Η	5	6					Н	Н	Η	4	
7	8	9	10	11	12	13		5	6	7	8	9	10	11	
14 21	15 22	16 23	17 24	18 25	19 26	20 27	# of Days taken	12 19	13 H	14 21	15 22	16 23	17 24	18	# of Days taken
28	29	30	31	25	20	21	Balance of days	26	27	28	29	30	31	1	Balance of days
			ust	201	9					February 2020					
S	М	Т	w	Т	F	S		S	М	Т	W	Т	F	S	]
				1	2	3		2	3	4	5	6	7	8	
4	5	6	7	8	9	10		9	10	11	12	13	14	15	
11	12	13	14	15	16	17		16	Н	18	19	20	21	22	
18 25	19	20 27	21	22	23	24	# of Days taken	23	24	25	26	27	28		# of Days taken
25	26		28	29	30	31	Balance of days								Balance of days
	September 2019 March 2020														
S	М	Т	W	Т	F	S		S	М	Т	W	Т	F	S	
1	Н	3	4	5	6	7		1	2	3	4	5	6	7	
8	9	10	11	12	13	14		8	9	10	11	12	13	14	
15	16	17	18	19	20	21		15	16	17	18	19	20	21	
22 29	23 H	24	25	26	27	28	# of Days taken	22 29	23 30	24 31	25	26	27	28	# of Days taken
29							Balance of days	29	30	31					Balance of days
	October 2019 April 2020											1			
S	М	Т	W	Т	F	S		S	М	Т	W	Т	F	S	
6	-	H	2	3	4	5		-			1	2	3	4	
6 13	7 H	8 15	Н 16	10 17	11 18	12 19		5 12	H 13	H 14	H 15	H 16	H 17	11 18	
20	п 21	22	23	24	25	26		12	20	21	22	23	24	25	
27	28	29	30	31	20	20	# of Days taken	26	27	28	29	30	24	20	# of Days taken
				•.			Balance of days								Balance of days
	No	ver	nbe	r 20	)19		, <u> </u>			Ма	y 20	020			,
S	М	Т	W	Т	F	S		S	М	Т	W	Т	F	S	]
					1	2							1	2	
3	4	5	6	7	8	9		3	4	5	6	7	8	9	
10	н	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	25	26	27	н	н	30	# of Days taken	24 31	н	26	27	28	29	30	# of Days taken
				. 00			Balance of days	31				000			Balance of days
	-		nbe	-	-		1		-		1e 2	-	1	-	1
S	M	Т	W	Т	F	S		S	M	Т	W	Т	F	S	
1	2	3	4	5	6	7		-	1	2	3	4	5	6	l
8 15	9 16	10	11 18	12 19	13 20	14 21		7	8 15	9 16	10 17	11 18	12 19	13 20	
15 22	16 H	17 H	18 H	19 H	20 H	21	# of Days taken	14 21	15 22	16 23	17 24	18 25	19 26		# of Days taken
22	H	H	n	n	n	20	Balance of days	21	22	<u>23</u> 30	24	20	20	21	Balance of days
25	<u> </u>							20			<u> </u>				
											•				

## Approved by: \_\_\_\_\_

Date:

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