

REQUEST FOR VACATION LEAVE

Twelve-month, full-time employees are entitled to a two (2) week vacation with pay after on year of employment. Twelve-month, full-time employees who have been employed by the corporation seven years or more are entitled to a three (3) week vacation with pay. Vacation days must be taken so as not to have to hire substitute employees. Vacation days must be taken in one half or full day increments. Vacation days must be used in the current work year and may not be carried over.

Date or dates requested for professional leave:

Statement setting forth the reason and necessity for such absence:

Employee's Signature

Date signed

ACTION OF PRINCIPAL Approved Disapproved

Principal's Signature

Date signed

ACTION OF SUPERINTENDENT Approved Disapproved

Superintendent's Signature

Date signed