

REQUEST FOR EXTENTION OF VACATION/HOLIDAY**~ For Certified Employees Only ~**

Excerpt from Article V, Section B-2d on Page 6 of the Master Contract:

It is not the intent of Annual Leave to extend school vacation periods or holidays.

However, it is understood that exceptions may be considered by the Director on a case by case basis.

These exceptions will be requested at least two business days prior to the leave date except in cases of emergency. In such emergency situations the teacher will notify the Director or Designee and will follow-up with a written request to the Director.

Employee Name: _____ Date Submitted: _____

Building(s): _____ Position: _____

Leave requested for the following day(s): _____

If leave is only for a half-day, is it AM or PM? _____

Reason for Requested Leave: _____

Was this leave an emergency? Yes No

If yes, which Administrator was notified? _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

ADMINISTRATIVE ACTION Request Approved Request Denied

Signature of Director/Designee: _____ Date: _____

After this request has been approved by the Director/Designee, copies will be sent to:

 Employee Supervisor Principal(s) Business Office