Vacation Days Request – 2009

Please complete the form below and have it signed by your building principal before sending it to the Administration Office for the superintendent's approval. If you must change the dates you have requested, please submit a revised form.

Today's Date:
Employee's Name:
Dates Requested:
Principal's Signature:
Superintendent's Signature

C:\Documents and Settings\Jean Lynn.027UNOJEANL\My Documents\Forms\Vacation Req Custodian.wpd

ARTICLE XVIII - VACATIONS AND HOLIDAYS

A. Vacation

1. All full-time twelve (12) month bargaining unit members shall be entitled to vacation as follows:

   a. Five days after one (1) year of full-time service.
   b. Ten days after two (2) years of full-time service.
   c. Fifteen days after ten (10) years of full-time service.

   Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

2. As a general rule, all members qualifying for vacation must take vacations during summer months when school is not in session and said time is subject to the approval of the Superintendent. However, upon approval by the Superintendent, members may be allowed to take some vacation at other times of the year such as Christmas and Easter breaks. Members must request their vacation at least two (2) weeks prior to the requested beginning date of the vacation.

Lincoln Elementary Schools #27