

St. Marys City Schools
Request for Use of Vacation

A full time employee (those with annual contracts for twelve months, 250+ days of service) shall have paid vacation days as stated in the policy regarding vacation. With the approval of the immediate supervisor, the employee may request the use of any accumulated vacation time.

Please use the form below to request the use of vacation days.

Application Date: _____

I hereby apply for _____ days of vacation time to begin on:

_____ (day) _____ (date) _____ (time)

I will return to my duties on:

_____ (day) _____ (date) _____ (time)

(employee's signature)

_____ approved

_____ disapproved

Date: _____

(supervisor's signature)