



**SUPPORT STAFF
VACATION REQUEST**

(Written request must be submitted two weeks in advance.)

Name: _____ Location: _____

Vacation time requested: _____
_____.

Date: _____

Employee's Signature

Date: _____

Head Custodian's Signature (if applicable)

Date: _____

Principal's Signature

Date: _____

Central Office Administrator's Signature

Sub Needed:

Yes: _____

No: _____