

**GREENBURGH ELEVEN UFSD**  
**VACATION REQUEST FORM**

Name \_\_\_\_\_ Date \_\_\_\_\_

Staff Member's I.D.# \_\_\_\_\_

I am requesting that the following days be approved as my vacation dates:

From: \_\_\_\_\_ to \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_

From: \_\_\_\_\_ To \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Supervisor \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Superintendent \_\_\_\_\_

1. All vacations are to be approved by the immediate supervisor and endorsed by the Superintendent or his/her designee.
2. Vacation days will be accrued according to the contract. All vacation must be taken during the year in which it is earned. As a result of work load issues, up to two days of vacation can be carried over to the next school year. These carry-over days must be used before regular vacation days for that period.

Please return the completed form to the Superintendent's Office after approval by your Administrator.

Please return one copy to the Business Office.