

VINELAND SCHOOL DISTRICT

Vacation Request Form

This form must be submitted to the District Office no later than April 1st. A unit member with the greatest seniority, within the classification, will be allowed to schedule his/her vacation time first. Failure to submit a vacation request by April 1st may result in the loss of seniority rights related to the scheduling of vacation.

Name: _____ **Position:** _____
School Year: _____ **Number of Credible Hours:** _____

Scheduling Considerations:

- Vacations shall be scheduled at times requested by the unit member, within the district’s work requirement.
- Vacations may not be scheduled the week prior to or after the first day of instruction.
- Vacations may not be scheduled the week prior to the beginning of the regular student instructional year, the week preceding or proceeding the first day of instruction.
- Vacations may not be approved if more than two employees in the same classification request vacation at the same time.
- Please don’t make vacation plans or expenses until you have been approved.
- Approvals will be made after April 1st.

July 1 - June 30	First Day	Last Day	Total Hours (Excluding Holidays)
Week 1			
Week 2			
Week 3			
Week 4			
Individuals Days/Hours, if applicable			
Total Hours Scheduled			

I understand that unused vacation hours may not be carried over to the next fiscal year. The unit member shall be “paid out” for unused vacation days at the end-of the fiscal year and it must have prior approval by the Superintendent.

Employee’s Signature _____
Date

Approved _____
Denied _____ **Reason** _____

Supervisor’s Signature _____
Date

Approved _____
Denied _____ **Reason** _____

Superintendent’s Signature _____
Date