

REDLANDS UNIFIED SCHOOL DISTRICT
VACATION REQUEST/VACATION PROCEDURE

When any district employee who accrues vacation time desires time off for vacation in accordance with district policy, he/she shall submit a "Vacation Request" form to his/her supervisor or principal for approval. The supervisor or principal will review the "Vacation Request" to ensure accurate records of vacation days used and unused.

A holiday falling within a vacation period shall not constitute a vacation day.

This is not an absence affidavit. Immediately following return from vacation the employee shall complete an absence affidavit and submit it to his/her principal or supervisor.

<u>Employee Name</u>	<u>Classification or Job Title</u>	<u>Site or Department</u>
_____	_____	_____
* <u>From</u>	** <u>To</u>	<u>Total Days</u>
_____	_____	_____

Signature of Employee Making Request Date

I certify that as of _____ the above named employee has _____ days of earned vacation.
Date

***Approved by _____
Signature of Principal or Supervisor Date

- * "From" date is first work day employee will be absent.
- ** "To" date is last work day employee will be absent.
- *** To be verified by principal or supervisor