

MONTEZUMA-CORTEZ SCHOOL DISTRICT RE-1

TWELVE MONTH EMPLOYEE ANNUAL VACATION REQUEST

Vacation Period is July 1 through June 30

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_ Site/Building: \_\_\_\_\_

Days carried over from previous year (Maximum allowed 5): \_\_\_\_\_

Days earned for current year: \_\_\_\_\_

Preferred days for vacation: \_\_\_\_\_

\_\_\_\_\_  
Month/Day/Year to Month/Day/Year No. of Days

\_\_\_\_\_  
Month/Day/Year to Month/Day/Year No. of Days

\_\_\_\_\_  
Month/Day/Year to Month/Day/Year No. of Days

\_\_\_\_\_  
Month/Day/Year to Month/Day/Year No. of Days

\_\_\_\_\_  
Month/Day/Year to Month/Day/Year No. of Days

Total Days Requested \_\_\_\_\_

Total Days to be carried over into next year (Maximum of 5) \_\_\_\_\_

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
Central Office Administrator Signature Date