

Vacation Request Form**MORGAN COUNTY SCHOOLS****240 & 260 Day Employees**

Use of vacation days must be approved in advance by the Superintendent or the Superintendent's designee. Vacation requests are to be submitted two (2) weeks in advance to your supervisor for a signature of approval and then sent to the Superintendent. Two (2) weeks notice will be waived if leave is due to an emergency.

Employee Name _____ Supervisor Name _____

Vacation Dates Requested _____

Total vacation days requested _____ Total vacation days remaining _____

Employee Signature _____ Date Signed _____

Supervisor Signature _____ Date Signed _____

Superintendent Signature _____ Date Signed _____

Review/Revised:7/6/11