

(Principal)

BUGKEYE VALLEY LOCAL SCHOOL DISTRICT  
Delaware, Ohio

(Date)

VACATION REQUEST

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

Assignment \_\_\_\_\_  
(Position - Location)

I hereby request the following date(s) for my vacation for  
the \_\_\_\_\_ Year of Vacation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPROVED BY: \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent or Designee

-----  
(To be completed by Office of the Treasurer)

Date of Employment: \_\_\_\_\_

Eligible for \_\_\_\_\_ Days per year of vacation  
accumulated at the rate of \_\_\_\_\_ day per month.

Accrued Days of Vacation as of \_\_\_\_\_ = \_\_\_\_\_

Day(s) Requested \_\_\_\_\_ = \_\_\_\_\_

Remaining days as of \_\_\_\_\_ = \_\_\_\_\_