



HUMAN RESOURCES DEVELOPMENT

WORK / VACATION SCHEDULE REVISION

Certificated

Classified

Management

Work Grid Change

Vacation Grid Change

I am revising my work/vacation schedule as follows:

I will work on : _____

I will not work on: _____

Comments: _____

Employee's Name (Please print)

Work Site/Department

Employee's Signature

Date

Supervisor's Signature

Date

I copy each to: Human Resources Development ; Principal/Supervisor; Employee