



# HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

15959 EAST GALE AVENUE • CITY OF INDUSTRY, CA 91745 • (626) 933-1000

## CLASSIFIED VACATION REQUEST

TO: \_\_\_\_\_  
FROM: \_\_\_\_\_  
DATE: \_\_\_\_\_

DAYS REQUESTED:

FROM \_\_\_\_\_ TO \_\_\_\_\_ TOTAL DAYS REQUESTED \_\_\_\_\_

APPROVED

NOT APPROVED (Mandatory - state reason for denial)

FROM \_\_\_\_\_ TO \_\_\_\_\_ TOTAL DAYS REQUESTED \_\_\_\_\_

APPROVED

NOT APPROVED (Mandatory - state reason for denial)

FROM \_\_\_\_\_ TO \_\_\_\_\_ TOTAL DAYS REQUESTED \_\_\_\_\_

APPROVED

NOT APPROVED (Mandatory - state reason for denial)

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

THE ABOVE ACTION(S) MAY BE RESCINDED,  
PRIOR TO THE VACATION LEAVE, IN CASE OF EMERGENCY

13.2.1 Classified employees of the bargaining unit will earn vacation on the following basis:

- 13.2.1.1 For one (1) year through the completion of five (5) years, one (1) day of vacation will be earned per month worked.
- 13.2.1.2 For six (6) years through the completion of the tenth (10) year, one and one-quarter (1 1/4) days of vacation will be earned per month worked.
- 13.2.1.3 For eleven (11) years through the completion of the fifteenth (15) year, one and one-half (1 1/2) days of vacation will be earned per month.
- 13.2.1.4 For sixteen (16) years through the completion of the twentieth (20) year, one and three-fourths (1 3/4) days of vacation will be earned per month worked.
- 13.2.1.5 For twenty-one (21) years and over, two (2) days of vacation will be earned per month worked.

**RETURN THE COMPLETED FORM TO THE EMPLOYEE WITHIN FIVE WORKING DAYS OF RECEIPT.**

White Copy - Employee    Canary Copy - Supervisor    Pink Copy - Administrator