



Central Unified School District

Human Resources Department • 4605 N. Polk Avenue • Fresno, CA 93722 • (559) 274-4700 • [www.centralunified.org](http://www.centralunified.org)

**Request for Vacation**  
*In Conformity with*  
**Article 9 of CSEA Bargaining Unit Agreement**

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

To: Supervisor

From: \_\_\_\_\_ XXX – XX- \_\_\_\_\_  
Name (Print) SSN

\_\_\_\_\_  
Job Title Site/Department

I, \_\_\_\_\_, request to use my vacation time. **(HR must approve any unpaid leave)**

I plan to be on vacation from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Employee's Signature Date

Approved  Not Approved

\_\_\_\_\_  
Supervisor's Signature Date

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**For Human Resource Use Only re: Unpaid Leave Requests**

Approved  Not Approved

\_\_\_\_\_  
Administrator, Human Resources & CWA Date