



# Westminster School District Vacation Request

Name (Please Print): \_\_\_\_\_

Work Location: \_\_\_\_\_

Job Classification: \_\_\_\_\_

Vacation hours available as of date of request: \_\_\_\_\_

Amount of vacation hours requested: \_\_\_\_\_

Balance available after vacation taken: \_\_\_\_\_

Date(s) requested for vacation:

1<sup>st</sup> choice\*: First Date: \_\_\_\_\_ Last Date: \_\_\_\_\_

2<sup>nd</sup> choice\*: First Date: \_\_\_\_\_ Last Date: \_\_\_\_\_

Signature: \_\_\_\_\_

(Signing indicated that you will be responsible to also book a substitute if needed)

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

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## Management Section Only

☐ Vacation Approved (please inform employee to book substitute if needed)

Number of hours approved: \_\_\_\_\_

Dates Approved: First Date: \_\_\_\_\_ Last Date: \_\_\_\_\_

☐ Vacation Denied

Reason denied: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date of approval/denial: \_\_\_\_\_

*\*Collective Bargaining Agreement Article 7, Section 7.7 states "9 ½ month, 10, and 10 ½ month employees shall take earned vacation during the fall, winter, spring, and/or summer recess periods or at such other times when it will least effect the efficiency of the school or department such as non-instructional days unless otherwise approved by his or her supervisor. All accrued vacation days not paid in this manner shall be paid at the close of the current work year. Section 7.8 states "If an employee is not permitted by the district to take vacation which cannot be carried forward, the employee shall be paid for that time."*

Employee, please submit to Site/Department Admin for signature.

Site/Department Admin please submit to Timekeeper for time and attendance. Timekeeper,  
please give copy after approved to Employee.