NECSD Vacation Request Form 2024-2025

Name:									Date:							
Reporting Location:									Title:							
"Ci	rcle'	' the	dav	s vo	ou in	tend	d to use as vacation on the	nda	ndar below. Prior approval is required for all							
vacation days, so please plan accordingly. Return to immediate supervisor for approval. Please DO NOT																
							ys. Unapproved vacation									
loss of pay. "H" indicates a district holiday for that day.																
							Holidays are built					Holidays are built				
July 2024							into calendar	into calenda							into calendar	
S	M	T	W	Т	F	S		S	M	T	W	T	F	S		
7	1 8	9	3 10	11	12	13		_	6	7	H 8	9	3 10	4 11		
14	15	16	17	18	19	20		5 12	6 13	14	15	16	17	18		
21	22	23	24	25	26		# of Days taken	19	Н	21	22	23	24		# of Days taken	
28	29	30	31				Balance of days	26	27	28	Н	30	31		Balance of days	
							,									
		lug	ust	202	4		1	February 2025								
S	M	Т	W	T	F	S		S	M	T	W	Т	F	S		
				1	2	3								1		
11	5 12	6 13	7 14	8 15	9 16	10		9	3 10	11	5 12	6 13	7 14	8 15		
18	19	20	21	22	23		# of Days taken	16	Н	Н	H	20	21		# of Days taken	
25	26	27	28	29	30	31	Balance of days	23	24	25	26	27	28		Balance of days	
September 2024 March 2025														1		
S	M	T	W	T	F	S		S	M	Т	W	Т	F	S		
1	Н	3	4	5 12	6	7		_	_	_	-	_	-	1		
8 15	9 16	10 17	11 18	19	13 20	14 21		9	3 10	11	5 12	6 13	7 14	8 15		
22	23	24	25	26	27	28		16	17	18	19	20	21	22		
29	30						# of Days taken	23	24	25	26	27	28		# of Days taken	
							Balance of days	30	Н						Balance of days	
	0	cto	ber	202	24		-	April 2025								
S	M	Т	W	T	F	S		S	M	T	W	Т	F	S		
_		1	2	Н	Н	5				1	2	3	4	5		
13	7 H	8 15	9 16	10 17	11 18	12 19		13	7 H	8 H	9 H	10 H	11 H	12 19		
20	<u>п</u>	22	23	24	25	26		20	21	22		24	25	26		
27	28	29	30	31			# of Days taken	27	28	29	30				# of Days taken	
							Balance of days								Balance of days	
	No	ver	nbe	r 20)24					Ма	y 20)25				
S	M	Т	W	Т	F	S		S	M	T	W	Т	F	S		
					1	2						1	2	3		
3	4	5	6	7	8	9		4	5	6	7	8	9	10		
10	H	12	13	14	15 22	16 23		11	12 19	13	14	15	16	17 24		
17 24	18 25	19 26	20 27	21 H	H	30	# of Days taken	25	19 H	20	21 28	22 29	23 30		# of Days taken	
	20	20			<u> </u>	30	Balance of days	20	••	21	20	23	30	01	Balance of days	
	De	cer	nbe	r 20)24			June 2025								
S	М	Т	W	Т	F	S		S	M	Т	W	Т	F	S		
1	2	3	4	5	6	7		1	2	3	4	5	6	7		
8	9	10	11	12	13	14		8	9	10	11	12	13	14		
15	16	17	18	19	20	21	<u> </u>	15	16	17	18	Н	20	21	1, 52	
22	H	Н	Н	Н	Н	28	# of Days taken	22	23 30	24	25	26	27	28	# of Days taken	
29	п	Н			-		Balance of days	29	30						Balance of days	
				1				1		1	1					

Use WinCap web to keep track of the balance of your days. https://wincapweb.com/empselfserve

Date:

Approved by: