NECSD Vacation Request Form 2019-2020

Name:								Date:								
Reporting Location:									Title:							
"Circle" the days you intend to use as vacation on the calendar below. Prior approval is required for all vacation days, so please plan accordingly. Return to immediate supervisor for approval. Please DO NOT call the tape for vacation days. Unapproved vacation time may be charged against sick time or result in loss of pay. "H" indicates a district holiday for that day.																
July 2019							Holidays are built into calendar	January 2020							Holidays are built into calendar	
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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	29	30	31	1	Balance of days	
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11	12	13	14	15	16	17		16	Н	18	19	20	21	22		
18	19	20	21	22	23		# of Days taken	23	24	25	26	27	28		# of Days taken	
25	26	27	28	29	30	31	Balance of days		_		L				Balance of days	
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