

# *Ridgway Area School District*

## **Administrative/Central Office Employee Personal/Vacation Day Request**

### **What is the Purpose of the Form?**

This form is to be used by Administrative/Central Office personnel requesting vacation or personal days.

### **Who Should File the Form?**

This form must be filled out completely by the employee and sent to the Superintendent for approval.

### **When Should the Form be Filed?**

The form should be filed at least 5 days prior to the vacation or personal day.

Revised: November 2012

ADMINISTRATIVE/CENTRAL OFFICE SECRETARIES

REQUEST FOR PERSONAL/VACATION DAY(S)

I plan to be absent from my duties on the following day(s):

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Please deduct from my:

PERSONAL DAY ACCOUNT

VACATION DAY ACCOUNT

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Print Name

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Signature



The above days have been approved:

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Superintendent or Finance Manager

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Date