

RASD RIDGWAY AREA SCHOOL DISTRICT *RASD*

REQUEST FOR VACATION DAY/FLOATING HOLIDAY

I hereby notify the superintendent or authorized personnel of my intention to be absent from my duties on _____ and request the use of (a):

VACATION DAY

FLOATING HOLIDAY

Employee Signature

Date

Supervisor Signature

Date

Signature of Superintendent or Authorized Personnel

Date

Note: Requests must be made at least one week in advance. Exceptions will be made for a good cause as determined by the superintendent. If requests are made less than one week in advance, they must be made in person. Vacations will be approved in accordance with the contract.

Revised: July 2010