



# Winthrop Public Schools

## VACATION DAY REQUEST

Name: \_\_\_\_\_

Position: \_\_\_\_\_

School: \_\_\_\_\_

In accordance with the provisions of the applicable collective bargaining unit and school procedures, I hereby request to use a vacation day(s) on the following date(s):

Date(s) Requested \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_Approved \_\_\_\_Denied \_\_\_\_\_Reason

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_Approved \_\_\_\_Denied \_\_\_\_\_Reason

Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_