



El Monte Union High School District

Classified Vacation Request Form

Employees should submit vacation requests to their supervisors **as far in advance as possible** of the requested vacation. Employees must provide at least seven (7) calendar days' advance notice, but an employee's immediate supervisor has the sole discretion to approve an employee's vacation request with less than 7 calendar days' notice. Requests will be evaluated based on various factors, including anticipated workload and staffing considerations.

Once approved this form will be included with payroll.

All vacation requests must be approved **prior** to taking vacation time. This form will be sent to payroll for vacation day(s) deduction.

Employee Name: _____

Site: _____ Position: _____

I hereby request a vacation leave commencing:

Vacation start date (first day of vacation): _____

Returning to work date: _____

Total time off: day(s) _____ ☐ Use my floating holiday for one of these days.

I have checked my accruals and I will have vacation hours to cover this period.

I understand if I do NOT have enough vacation time available I will take those hours as unpaid.

Signature of employee: _____ Date: _____

Authorization (for office use only)

Request: Approved ☐ Denied ☐ Approved with Contingency ☐

Contingency or reason for denial:

Immediate Supervisor's Signature: _____ Date: _____