

VACATION LEAVE REQUEST

For 12 Month Employees

Allow two weeks to be processed.

Tazewell County Public Schools
209 West Fincastle
P. O. Box 927
Tazewell, VA 24651-0927

TO: Division Superintendent/Designee

DATE:

FROM:

SCHOOL/LOCATION:

DATE(S) OF REQUESTED VACATION LEAVE:

Beginning Date:

Ending Date:

SIGNATURE OF EMPLOYEE SUBMITTING REQUEST

SIGNATURE OF IMMEDIATE SUPERVISOR

_____ **APPROVED**

_____ **REJECTED**

SUPERINTENDENT/DESIGNEE

DATE

Twelve-month professional personnel are entitled to fifteen (15) days of vacation to be taken subject to approval of the Superintendent/Designee and may accumulate a total of forty-five (45) days. Twelve-month classified employees are eligible for two weeks vacation during the first five (5) years of employment. Employees with more than five years of service are eligible for three weeks vacation.

Vacation days must be scheduled with the approval of the employee's immediate supervisor. Employees should schedule vacation days during the summer break. Principals will need to schedule their vacation around the Principals' Retreat. All employees should avoid vacation the week before school starts. To facilitate program needs and services, vacation requests after the specified time period will require approval of the Superintendent/Designee. All twelve month personnel are requested to submit a Vacation Leave Request form at least two weeks in advance of anticipated leave. If you need to change your vacation days, please submit an amended Vacation Leave Request form.

A Certificate of Absence must be filed with the payroll office for each day of vacation taken. This form must be signed by the school principal or immediate supervisor.

Note: This form is to be used when taking more than two vacation days at one time. Administrative personnel should notify the Superintendent/Designee when away for an extended period of time.