

**12 MONTH ADMINISTRATOR REQUEST
FOR VACATION**

Name _____ Present Date _____

Assignment _____ Building _____

Dates(s) Requested for Days off _____

Restricted Dates of Vacation: Vacation may not be approved during:

Restrictions:

- The first two weeks administrators report back to work.
- The first week of school (principals and assistant principals only).
- Parent Teacher Conferences (principals and assistant principals only).
- The last General Administrative Meeting of the year.
- Other extenuating circumstances in a particular building/division.
- District Holidays or weekends may not be used as make up days when flexing schedules.
- The Superintendent may grant exceptions to any of the above rules.

Signature

Immediate Supervisor

If approved, the person making the request is responsible for making sure the absence is entered in Absence Management. **Please enter on or before the date(s) in question.**