

# NECSD Vacation Request Form 2024-2025

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

Date: \_\_\_\_\_

Reporting Location: \_\_\_\_\_

Title: \_\_\_\_\_

“Circle” the days you intend to use as vacation on the calendar below. **Prior approval is required for all vacation days, so please plan accordingly.** Return to immediate supervisor for approval. Please **DO NOT** call the tape for vacation days. Unapproved vacation time may be charged against sick time or result in loss of pay. “H” indicates a district holiday for that day.

### July 2024

*Holidays are built into calendar*

S	M	T	W	T	F	S
	1	2	3	H	H	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# of Days taken \_\_\_\_\_  
Balance of days \_\_\_\_\_

### August 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# of Days taken \_\_\_\_\_  
Balance of days \_\_\_\_\_

### September 2024

S	M	T	W	T	F	S
1	H	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# of Days taken \_\_\_\_\_  
Balance of days \_\_\_\_\_

### October 2024

S	M	T	W	T	F	S
		1	2	H	H	5
6	7	8	9	10	11	12
13	H	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# of Days taken \_\_\_\_\_  
Balance of days \_\_\_\_\_

### November 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	H	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	H	H	30

# of Days taken \_\_\_\_\_  
Balance of days \_\_\_\_\_

### December 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	H	H	H	H	H	28
29	H	H				

# of Days taken \_\_\_\_\_  
Balance of days \_\_\_\_\_

### January 2025

*Holidays are built into calendar*

S	M	T	W	T	F	S
			H	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28	H	30	31	

# of Days taken \_\_\_\_\_  
Balance of days \_\_\_\_\_

### February 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	H	H	H	20	21	22
23	24	25	26	27	28	

# of Days taken \_\_\_\_\_  
Balance of days \_\_\_\_\_

### March 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	H					

# of Days taken \_\_\_\_\_  
Balance of days \_\_\_\_\_

### April 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	H	H	H	H	H	19
20	21	22	23	24	25	26
27	28	29	30			

# of Days taken \_\_\_\_\_  
Balance of days \_\_\_\_\_

### May 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	H	27	28	29	30	31

# of Days taken \_\_\_\_\_  
Balance of days \_\_\_\_\_

### June 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	H	20	21
22	23	24	25	26	27	28
29	30					

# of Days taken \_\_\_\_\_  
Balance of days \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Use WinCap web to keep track of the balance of your days. <https://wincapweb.com/empselfserve>