

# NECSD Vacation Request Form 2025-2026

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 2025

*Holidays are built into calendar*

S	M	T	W	T	F	S
		1	2	3	H	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 \_\_\_\_\_

### August 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

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

### September 2025

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	20
21	22	H	H	25	26	27
28	29	30				

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

### October 2025

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

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

### November 2025

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	H	H	29
30						

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

### December 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	H	H	H	27
28	H	H	H			

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

### January 2026

*Holidays are built into calendar*

S	M	T	W	T	F	S
				H	H	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	31

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

### February 2026

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

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

### March 2026

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	H	21
22	23	24	25	26	27	28
29	H	H				

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

### April 2026

S	M	T	W	T	F	S
			H	H	H	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 \_\_\_\_\_

### May 2026

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	H	26	27	28	29	30

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

### June 2026

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>