



ATLAS

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REQUEST FOR VACATION DAY

As per the UFT arbitration award, UFT-represented employees that worked during Spring Recess 2020 are entitled to Vacation Days. Employees' Vacation Days will be determined by Department Central offices and identified in a separate bank.

Requests will be reviewed on a first-come, first-served basis. Employees shall provide notice as soon as possible but no later than 10 school days in advance of requested days.

In general, requests will be granted, however there may be circumstances when a request will be denied based on a compelling reason. Please do not make any travel or other plans until the Vacation Day is approved.

NAME: _____

FILE #: _____

DATE(S) YOU ARE REQUESTING: _____

Signature: _____ Date Submitted _____

DATE RECEIVED: _____

DATE(S): _____ Approved or Denied
_____ Approved or Denied

If a Vacation Day(s) request is denied the reason for this decision is as follows:

If approved, it is your professional responsibility to notify your supervisor of the absence as soon as possible.

ADMINISTRATOR: Elizabeth Messmann, Principal

Signature: _____ Date: _____