

# EDUCATION

## Vacation Request Form

### 12-Month Employees



**Office of Executive Secretary**  
 P.O. Box 12340 | Scottsdale, AZ 85267-2340  
 O: (480) 991-6777, ext. 127  
 F: (480) 991-4833

Vacation requests must be communicated to the principal and then to the superintendent of schools. All request forms are submitted for approval to the Conference Executive Secretary's office. Vacation benefits are based on the school year calendar of July 1 through June 30. Please submit requests in a timely manner to ensure clearance of your vacation dates. Vacation time should generally be taken in the year of accrual. Vacation can roll over to the following year (Section B). The employee's birthday counts as a holiday. Vacation must be taken in full day increments, not partial days.

### SECTION A VACATION ACCRUAL

Vacations based on a 5-day week (M-F)

Years of Full-Time Employ	School Break Vacation Days	Summer	Total Vacation Days
• 1-4	Thanksgiving (1), Christmas (4), Spring Break (2)	3 days	10
• 5-9	Same	8 days	15
• 9+	Same	13 days	20

### SECTION B VACATION ROLL OVER

You can rollover a maximum of 50% of your annual vacation accrual for the following year (from one year to next only). For example, if you have 3 years of full-time employment, you may roll over a maximum of 5 days of your 10-day accrual, giving you 15 days for the following year. There is no rollover if you've used all your vacation. 50% of the 15-day vacation total will be calculated as 7. *You must request roll over of unused vacation days.* Call the Executive Secretary's office to ascertain your roll over.

### SECTION C YOUR INFORMATION

Employee Name \_\_\_\_\_ School \_\_\_\_\_ Date \_\_\_\_\_

I have informed the:  Principal  Superintendent

#### I am requesting the following vacation days:

Date \_\_\_\_\_ Number of days \_\_\_\_\_

Date \_\_\_\_\_ Number of days \_\_\_\_\_

Date \_\_\_\_\_ Number of days \_\_\_\_\_

Employee Signature \_\_\_\_\_

**You will receive a copy of this approval from the Executive Secretary's office**

#### FOR OFFICE USE ONLY

Vacation Calculation:

Prior Year Rollover \_\_\_\_\_ + Current Vacation Earned \_\_\_\_\_ — Current Year Used \_\_\_\_\_ = Vacation Remaining \_\_\_\_\_

APPROVAL (Administrative Officer) \_\_\_\_\_ Date \_\_\_\_\_