



# Berkeley Unified School District

## VACATION LEAVE REQUEST

### EMPLOYEE'S INSTRUCTIONS

1. Classified and Certificated (12 month) employees should request vacation leave approximately 30 days in advance.
2. Vacation leaves are scheduled and approved in accordance with departmental and District needs and may be subject to cancellation or re-scheduling.
3. Complete two copies of the Vacation Leave Request.
4. Forward both copies to supervisor for approval.

<b>EMPLOYEE</b>	Employee's Name:		
	Job Title:		Work Location:
	<b>VACATION DATES REQUESTED</b>		<b>TOTAL NO. OF WORK DAYS</b>
	From:	To:	
	<b>EMPLOYEE'S CERTIFICATION</b>		
	I certify that I have sufficient vacation leave to cover the requested vacation time. I will submit an absence certificate when I return from vacation.		
<b><i>Employee's Signature:</i></b>		<b><i>Date:</i></b>	
<b>SUPERVISOR</b>	<b>SUPERVISOR'S INSTRUCTIONS</b>		
	<ol style="list-style-type: none"> <li>1. Supervisor should make every effort to accommodate the employee's request for vacation leave.</li> <li>2. Sign and date both copies of the Vacation Leave Request.</li> <li>3. File one copy and return the second approved copy to the employee.</li> </ol>		
	<b><i>Supervisor's Signature:</i></b>		<b><i>Date:</i></b>