Requests for Vacation, Merit day, or Floating Holiday

All days must be submitted in advance and approved by Mr. Glenn Burns.

I, _____ would like to request a:
Name- please print

Type	Date(s)	Number of days requested
Vacation day		
Merit day		
Floating holiday		

_____ _____

Employee Signature Date

_____Approved _____ Declined

_____ _____

Glenn Burns, Principal Date