

Human Resources Office
 Montclair Public Schools
Vacation Request

Name: _____ Title: _____

School/Location: _____ Date of Request: _____

❖ **Vacation days earned during the 2016—2017 contract year became available July 1, 2017 and expire by June 30, 2018***; with the exception of carryover vacation days approved by the Superintendent (see #2 below).

Dates:

Days of the Week:

❖ **Vacation days earned during the 2017-2018 become available July 1, 2018 and expire on June 30, 2019***

Dates:

Days of the Week:

PLEASE NOTE:

1. The superintendent has indicated that no one is to schedule vacation for the **two weeks prior to the opening of school** without permission.
2. *Carryover of prior year vacation days may be carried over to August 15th of the next school year, **only with prior approval by the Superintendent**. This request should be made in writing.
3. Vacation days may be used only with the approval of the immediate supervisor and only after they have been earned (BOE Policy 4153).
4. Operations during seasonal period may require personnel to be present in their assignments. Approval will depend on adequate service and minimal need for substitute and overtime assignments. Vacations should not interfere with Board approved programs (BOE Policy 4153).

Signature of Employee: _____

Department Head or Supervisor	Approved	Not Approved	Reason for non-approval
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Principal (Building-based Personnel)	Approved	Not Approved	Reason for non-approval
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Superintendent (Administrative Personnel)	Approved	Not Approved	Reason for non-approval
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Human Resources Officer	Approved	Not Approved	Reason for non-approval
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Forward request to the Human Resources Office when completed.