



Lebanon R-III School District
VACATION LEAVE FORM
NON CERTIFIED EMPLOYEE

THIS FORM MUST BE COMPLETED, APPROVED, AND SUBMITTED TO CENTRAL OFFICE PRIOR TO VACATION LEAVE. List EACH day of vacation you are taking and hours per day you normally work. Such as, if you normally work 5 hours per day, you will be entitled to 5 hrs paid vacation.

EMPLOYEE NAME: _____

BUILDING: _____ **DEPARTMENT:** _____

Hours per day: _____ **Approved** **Denied**

Dates requested: _____

SIGNATURE OF PRINCIPAL OR SUPERVISOR **DATE**

Per Board Policy GCBDA, Custodians need to take their vacations during the summer months or school break periods as approved by supervisor. Less than twelve month Secretaries need to take their vacations during Spring break or Christmas break.