

Pleasant Ridge Union School District

Vacation Request Form – Custodial and Maintenance Staff

Article 10.3.1 from the California School Employees Association Contract:

Vacations shall be taken during the summer school vacation, unless a different vacation schedule is specifically authorized by the Superintendent. Vacation leave may also be scheduled, at the election of the employee, during a full week recess at Thanksgiving and in February if such recesses are included in an adopted student/certificated district calendar.

All requests for vacation must be submitted in writing to the District Office two weeks in advance.

Name _____ Work Site _____

Date(s) of Requested Vacation _____

Signature _____ Date _____

District Office:

Approved

Denied

_____ Date _____

Superintendent

Cc: Assistant Director of Maintenance