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All Purpose Leave Time

Name: Today’s Date:

Position: Department:

Dates Unavailable:

Effective January 1, 2006, each employee shall be credited with a specific number of vacation days in compliance with the personnel policy.

All days may be used at the discretion of the administrative director/manager subject to the following limitations:

1. Vacation days must be pre-approved with 48 hours, two (2) working days prior to leave date. In the case of an emergency, the administrator or his/her designee, may at his/her sole discretion, waive the two (2) day notice.
2. No more than two (2) persons may be granted vacation days at one time.
3. Vacation days must be taken in full day increments.

\_\_\_\_\_\_ Granted \_\_\_\_\_\_NOT Granted

Employee’s Signature

Supervisor’s Signature

\*Original-payroll Copy-employee