

Canby School District



Vacation Leave Request Form for Custodial, Grounds, and Maintenance Staff

Name _____

School _____ Check here if this is a district-level position

Vacation Requested:

First Day of Requested Vacation _____
(This must be authorized, at a minimum, one week ahead of time.)

Day of Return to Work _____

Total Number of Days out for Vacation _____

Instructions:

- Please bring/mail this form completed to Jayne Lewis at least one week prior to the requested vacation time.
- You will be notified within three working days whether or not your leave has been approved.
- Your leave has been approved only after you have received a returned copy of this form with two approved signatures below.

Wayne Layman *Date*

Accepted Denied
Comments:

Building Principal *Date*

Accepted Denied
Comments:

*The district prefers that, in general, custodians take their leave during Spring Break, Winter Break, or Summer Recess.
Building Principals: Please return this form to the requestor, with a copy to Jayne Lewis.
District "rover" custodians and district-based maintenance staff are not required to notify a building principal.