



Mechanicville

City School District

Request for Personal/Vacation Time

Employee: _____ **Date:** _____

Please submit this form to your supervisor prior to personal/vacation time being used.

Request for Personal Leave: _____
(Personal Leave cannot be used to extend a holiday or recess period.)

Request for Vacation Leave: _____

Employee Signature: _____ **Date:** _____

Supervisor Approval: _____ **Date:** _____

Business Office Approval: _____ **Date:** _____