

**MORGAN COUNTY SCHOOLS**

**Vacation Request**

Directions: Refer to guidelines on back of form and complete the following

I hereby request permission to take \_\_\_\_\_ Day(s) of vacation on the following date(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee's Signature

\_\_\_\_\_

Date

95800- \_\_\_\_\_

Employee ID Number

\_\_\_\_\_

Work Location

Approved

Denied

\_\_\_\_\_

Signature of Immediate Supervisor

\_\_\_\_\_

Approved

Denied

\_\_\_\_\_

Signature of Superintendent/Designee

\_\_\_\_\_

Copy: Employee, Supervisor, Finance Department

### Vacation Guidelines

- a) 261 day employees shall be required to work all employment days (M-F) from July 1 –June 30, with the exception of legal holidays, other days designated by the superintendent/board of education or other approved absence days pursuant to Morgan County Board of Education policies for personal leave, vacation, unpaid leave, professional meetings and other related policies.
- b) Eligible employees shall accrue vacation pursuant to Morgan County Board of Education Policy GCBE.
- c) A request for vacation may be made by completing and submitting the vacation request form to the immediate supervisor at least two weeks prior to the vacation date.
- d) The employee will be given his/her choice of vacation time, insofar as possible, subject to approval of the supervisor and superintendent/ designee. However, the supervisor and superintendent/designee may coordinate the vacation schedule to minimize interruption of the operation of the school system.
- e) If the request for vacation is approved, the employee, prior to taking the vacation, shall report his/her absence by calling the TSSI System (# 7) and entering the approval code.
- f) Accumulation of vacation time at the end of each fiscal year may not exceed twenty days for carry-over purposes.
- g) Payment of salary in lieu of vacation is not permitted.
- h) If an employee terminates employment with the Morgan County Board of Education, he/she may take a maximum of twenty vacation days as terminal leave.
- i) Employee should monitor check stub to verify allocation and usage.

Morgan County Board of Education Policy GCBE.