## **NECSD Vacation Request Form 2025-2026**

Name: \_\_\_\_\_

Date:

## Reporting Location: \_\_\_\_\_

Title:

"Circle" the days you intend to use as vacation on the calendar below. <u>Prior approval is required for all</u> <u>vacation days, so please plan accordingly.</u> Return to immediate supervisor for approval. Please <u>DO NOT</u> call the tape for vacation days. Unapproved vacation time may be charged against sick time or result in loss of pay. "H" indicates a district holiday for that day.

July 2025							Holidays are built into calendar	January 2026						Holidays are built into calendar			
S	Μ	Т	w	Т	F	S		S	М	т	w	Т	F	S			
		1	2	3	н	5						н	н	3			
6	7	8	9	10	11	12		4	5	6	7	8	9	10			
13	14	15	16	17	18	19		11	12	13	14	15	16	17			
20	21	22	23	24	25	26	# of Days taken	18	н	20	21	22	23		# of Days taken		
27	28	29	30	31			Balance of days	25	26	27	28	29	30	31	Balance of days		
									L								
	August 2025									February 2026							
S	М	Т	w	т	F	S		S	М	т	w	Т	F	S			
					1	2		1	2	3	4	5	6	7			
3	4	5	6	7	8	9		8	9	10	11	12	13	14			
10	11	12	13	14	15	16		15	Н	Н	18	19	20	21			
17	18	19	20	21	22		# of Days taken	22	23	24	25	26	27	28	# of Days taken		
24	25	26	27	28	29	30	Balance of days								Balance of days		
	September 2025 March 2026																
S	М	Т	W	Т	F	S		S	М	т	W	Т	F	S	]		
	н	2	3	4	5	6		1	2	3	4	5	6	7			
7	8	9	10	11	12	13		8	9	10	11	12	13	14			
14	15	16	17	18	19	20		15	16	17	18	19	Н	21			
21	22	Н	Н	25	26	27		22	23	24	25	26	27	28			
28	29	30					# of Days taken	29	Н	Н					# of Days taken		
							Balance of days								Balance of days		
October 2025										April 2026							
S	Μ	Т	w	т	F	S		S	М	т	w	Т	F	S			
			1	н	3	4					Н	Н	Н	4			
5	6	7	8	9	10	11		5	6	7	8	9	10	11			
12	н	14	15	16	17	18		12	13	14	15	16	17	18			
19	20	21	22	23	24	25		19	20	21	22	23	24	25			
26	27	28	29	30	31		# of Days taken	26	27	28	29	30			# of Days taken		
							Balance of days								Balance of days		
	No	ver	nbe	er 20	)25					Ма	y 20	)26					
S	Μ	Т	W	Т	F	S		S	М	Т	W	Т	F	S	]		
						1							1	2			
2	3	4	5	6	7	8		3	4	5	6	7	8	9			
9	10	Н	12	13	14	15		10	11	12	13	14	15	16			
16	17	18	19	20	21	22		17	18	19	20	21	22	23			
23	24	25	26	Н	Н	29	# of Days taken	24	Н	26	27	28	29	30	# of Days taken		
30							Balance of days								Balance of days		
	De	cer	nbe	r 20	)25					Jur	ne 2	026					
S	М	Т	W	Т	F	S		S	М	Т	W	Т	F	S			
	1	2	3	4	5	6			1	2	3	4	5	6			
7	8	9	10	11	12	13		7	8	9	10	11	12	13			
14	15	16	17	18	19	20		14	15	16	17	18	Н	20			
21	22	23	Н	Н	Н	27	# of Days taken	21	22	23	24	25	26	27	# of Days taken		
28	Н	Н	Н				Balance of days	28	29	30					Balance of days		
			1	1	1				1	1							

## Approved by: \_

Date: \_\_\_\_\_

Use WinCap web to keep track of the balance of your days. https://wincapweb.com/empselfserve