

ADDISON NORTHWEST SCHOOL DISTRICT

REQUEST FOR VACATION LEAVE ROLLOVER

As per the Master Agreement, Article 13.3:

“A maximum of five (5) unused vacation days can be carried forward from the previous year to the current contract year. In order to receive this carry-forward vacation time, a written request must be submitted to and approved by the employees building Principal. In any year, if an employee is prohibited by the District from using all vacation days, they shall be reimbursed by the school district for all unused days at the employee’s daily rate of pay. Otherwise, unused vacation time will be lost at the end of the contract year in which it is accrued. In extenuating circumstances, the Superintendent may allow an employee to carry forward additional unused vacation days.”

****PLEASE SUBMIT BY JUNE 1st ****

Employee Name: _____

School: _____

Number of Days Requested: _____

Employee Signature

Date

Principal Signature

Date

For Central Office Use Only:	
Date Received: _____	
Approval: _____	_____
Superintendent of Schools	Date