



COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES

**REQUEST FOR VACATION LEAVE  
(CLASSIFIED EMPLOYEES ONLY)**

Full Name \_\_\_\_\_ Position/Site \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Total # of Days \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

*Note: Request for vacation leave does not automatically grant the leave. This form must first be approved by your Principal and/or Supervisor, then by the Payroll Department and, finally, by the Human Resources Department.*

*This form does not serve as an absence report. Please complete an absence report in the usual manner and forward it to the Payroll Department.*

**TO BE COMPLETED BY THE PRINCIPAL AND/OR SUPERVISOR**

This request for vacation leave is:  Approved  Denied

If denied, reason: \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Upon completion by Principal and/or Supervisor, send the original to the District Office Payroll Department, keeping one copy at the site.*

**TO BE COMPLETED BY THE PAYROLL DEPARTMENT**

Accrued vacation hours \_\_\_\_\_ representing \_\_\_\_\_ days. Last vacation date recorded: \_\_\_\_\_

Additional hours \_\_\_\_\_, representing \_\_\_\_\_ days to be accrued through June \_\_\_\_\_.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**REPORT OF FINAL ACTION**

This request for vacation leave is:  Approved  Denied

If denied, reason: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Upon completion of Final Action, a copy of this request form will be returned to the employee. The original will be on file in the Human Resources Department. If you cancel your vacation, please write "CANCEL" across this form, date, sign and send to Human Resources immediately.*