

# Bay City Public Schools DISPATCHERS

Vacation Request Form

Vacation Request Form

(Please Print)

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

Building: \_\_\_\_\_

Today's Date \_\_\_\_\_

Vacation days earned 2003-2004  
School Year: 22 w/Christmas recess  
\_\_\_\_\_

Delete Previously Requested Vacation

Days:

### VACATION BEING REQUESTED

**2003:**

JULY \_\_\_\_\_

AUG. \_\_\_\_\_

SEPT. \_\_\_\_\_

OCT. \_\_\_\_\_

NOV. \_\_\_\_\_

DEC. \_\_\_\_\_

**2004:**

JAN. \_\_\_\_\_

FEB. \_\_\_\_\_

MARCH \_\_\_\_\_

APRIL \_\_\_\_\_

MAY \_\_\_\_\_

JUNE \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Immediate Supervisor's Signature

\_\_\_\_\_  
Director of Human Resources Signature  
c: Employee  
Supervisor

jls/2001

**OFFICE USE ONLY**

Unscheduled Vacation Days:

Date Received: