



**Colorado Springs School District 11
Dr. Michael Thomas, Superintendent
Danniella Ewen, Executive Director of Human Resources**

Vacation Request Form 2020-2021

TO: All Employees Eligible for Vacation

When requesting vacation time please complete this form indicating your request and submit to your supervisor for approval. An approved copy of this form should be returned to you.

Do not count the holidays listed below when figuring your vacation days.

Friday	July 3, 2020	Independence Day
Monday	September 7, 2020	Labor Day
Monday	November 23, 2020	Thanksgiving Break
Tuesday	November 24, 2020	Thanksgiving Break
Wednesday	November 25, 2020	Thanksgiving Break
Thursday	November 26, 2020	Thanksgiving Break
Friday	November 27, 2020	Thanksgiving Break
Thursday	December 24, 2020	Winter Holiday
Friday	December 25, 2020	Winter Holiday
Thursday	December 31, 2020	Winter Holiday
Friday	January 1, 2021	Winter Holiday
Monday	January 18, 2021	Martin Luther King Jr. Day
Monday	February 15, 2021	President's Day
Monday	May 31, 2021	Memorial Day

Name _____ EmplID _____

My request for vacation is:

Start Date _____ End Date _____ No. of Hrs. _____

Start Date _____ End Date _____ No. of Hrs. _____

Start Date _____ End Date _____ No. of Hrs. _____

Signature of Employee _____ Date _____

Signature of Principal/Supervisor _____ Date _____