

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

Vacation Request Form 2019-2020

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.

Thursday	July 4, 2019	Independence Day
Monday	September 2, 2019	Labor Day
Monday	November 25, 2019	Thanksgiving Break
Tuesday	November 26, 2019	Thanksgiving Break
Wednesday	November 27, 2019	Thanksgiving Break
Thursday	November 28, 2019	Thanksgiving Break
Friday	November 29, 2019	Thanksgiving Break
Monday	December 23, 2019	Winter Holiday
Tuesday	December 24, 2019	Winter Holiday
Wednesday	December 25, 2019	Winter Holiday
Monday	December 30, 2019	Winter Holiday
Tuesday	December 31, 2019	Winter Holiday
Wednesday	January 1, 2020	Winter Holiday
Monday	January 20, 2020	Martin Luther King Jr. Day
Monday	February 17, 2020	President's Day
Monday	May 25, 2020	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 _____

Employee Printed Name _____

Signature of Principal/Supervisor _____

