



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

Vacation Request Form 2021-2022

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.

Monday	July 5, 2021	Independence Day
Monday	September 6, 2021	Labor Day
Monday	November 22, 2021	Thanksgiving Break
Tuesday	November 23, 2021	Thanksgiving Break
Wednesday	November 24, 2021	Thanksgiving Break
Thursday	November 25, 2021	Thanksgiving Break
Friday	November 26, 2021	Thanksgiving Break
Thursday	December 23, 2021*	Winter Holiday
Friday	December 24, 2021	Winter Holiday
Thursday	December 30, 2021	Winter Holiday
Friday	December 31, 2021	Winter Holiday
Monday	January 17, 2022	Martin Luther King Jr. Day
Monday	February 21, 2022	President's Day
Monday	May 30, 2022	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 _____

* Designated Extra Holiday