

**PIKELAND COMMUNITY UNIT DISTRICT #10
Vacation Days Request Form**

VACATION LEAVE REQUEST INFORMATION

I, _____, am requesting _____ day(s) of vacation leave.

The date(s) said leave will be used are:

Date

Employee Signature

Supervisor's Signature

BOARD OFFICE USE ONLY

_____ Vacation Leave Available

_____ Vacation Leave Approved

_____ Vacation Leave Denied

Date