Vacation / Time Off Request Form

Child/Children:_____

Person requesting time:_____

Date of time requested:_____ **to** _____

Use of time requested (<mark>circle one</mark>):

- ● **Sick**
- ● **Vacation** (2 weeks in advance)
- ● **Other approved** (Medical… etc. and approved by director)

Parent/Guardian Signature: _____**Today's Date:**_____

Administration Initials:_____ **Date Request Received:**_____

To be able to apply for vacation time credit, the request must be submitted 2 weeks prior to the vacation. This helps us with planning and scheduling. Please see parent handbook for additional information. Below is additional information from the handbook:

Vacation Time and Sick Time

This year Vacation and Sick Time will be all encompassing and can be used in single day increments until they are gone. These days can be used for vacations or sick time on a day you would normally have been scheduled for care.

Full-time families- If you are a family that is contracted to attend full-time, you are eligible for 14 sick/vacation days per year. You must still request vacation time 2 weeks in advance on the Vacation Time Request Form.

4 day/ week families- If you are a family that is contracted to attend 4 days per week, you are eligible for 13 sick/vacation days per year. You must still request vacation time 2 weeks in advance on the Vacation Time Request Form.

3 days/week families- If you are a family that is contracted to attend part-time (3 days per week), you are eligible for 9 days sick/vacation days per year. You must still request vacation time 2 weeks in advance on the Vacation Time Request Form.

Sick/Vacation days may be used for days that we are closed for holidays, if the request is submitted a full two weeks in advance.

If more time than your allowed weeks of vacation time is needed per year, the weekly amount will still be required to hold the child's position within EduPlay.

ADMIN USE ONLY

# of days already used prior to this request _____

# of days remaining after this request_____

Initial after being added to room and colored coded _____