

**CARROLLTON EXEMPTED VILLAGE SCHOOL DISTRICT  
252 THIRD STREET NE, CARROLLTON, OHIO 44615-1236**

**VACATION REQUEST - CLASSIFIED PERSONNEL**

Name \_\_\_\_\_ Building \_\_\_\_\_

Vacation Credit for School Year \_\_\_\_\_ Number of Days \_\_\_\_\_

- A: Refer to Article 13 - VACATIONS in the Ohio Association of Public School Employees and Its Local #541.
- B: Article 13.B. - Generally, vacations may be taken at any time by any employee, except during the school year, when only one employee per classification per building or two employees per classification district-wide may take vacation at the same time. No employee otherwise qualified to take vacation may apply for vacation five (5) working days prior to the beginning of the school year.
- C: Article 13.C. - An employee may take vacation by submitting written notification to their immediate supervisor, on a first-come, first-served basis, and with the approval of the Superintendent or designee. **Written notification shall be given not less than ten (10) workdays prior to the date vacation is to begin. In cases of emergency, the ten (10) days notification will be waived with the approval of the Superintendent or designee.**

Day/Date	Day/Date	Day/Date
1. _____	11. _____	21. _____
2. _____	12. _____	22. _____
3. _____	13. _____	23. _____
4. _____	14. _____	24. _____
5. _____	15. _____	25. _____
6. _____	16. _____	
7. _____	17. _____	
8. _____	18. _____	
9. _____	19. _____	
10. _____	20. _____	

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor's Signature                      Date

\_\_\_\_\_  
Superintendent's Signature                      Date