



**GREEN TREE SCHOOL  
VACATION REQUEST FORM\***

**Employee**

Current Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

Date(s) of Vacation: \_\_\_\_\_

Time Requested: (if less than full day) From \_\_\_\_\_ To \_\_\_\_\_

**Coordinator**

Approved:  Yes  No Date: \_\_\_\_\_  
(As the Coordinator, I have verified the employee has available vacation.)

Reason(s) For Not Approving Vacation Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of Coordinator: \_\_\_\_\_

Signature of Coordinator: \_\_\_\_\_

\* Eligible employees for vacation leave: year-round professionals, clerical personnel, and maintenance personnel.