**Vacation / Time off request form**

**Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Person requesting time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of time requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Use of time requested (circle one):**

* **Sick (2 day increments min)**
* **Vacation (used in 1 week increments or 5 consecutive days)**
* **Other Approved (Medical…etc and approved by director)**

**Parent Signature­­­­­­­­­­­­­­­:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dir./Asst. Dir. Initials:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Request Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To be able to apply 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**

**Full-time and 4-day families** -If you are a family that is contracted to attend full-time or 4 days per week, you are eligible for 2 weeks (used in 5 consecutive day increments, such as Monday – Friday or example: Wednesday – Tuesday, to help those with variable schedules) of unpaid vacation per calendar year. This will allow us to be flexible for your needs. You must request this 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 1 week (M-F) of unpaid vacation per calendar year.

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. You must request this vacation time 2 weeks in advance on the Vacation Time Request Form.