



**Wild Rose Public Schools**  
**Support Staff Vacation Request**  
(CAAMSE, IUOE, Exempt positions)

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

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

Location: \_\_\_\_\_

\_\_\_ **CAAMSE**    \_\_\_ **IUOE**    \_\_\_ **Exempt**

I hereby request vacation leave for the following period from

\_\_\_\_\_ day    \_\_\_\_\_ month    \_\_\_\_\_ year

up to and including

\_\_\_\_\_ day    \_\_\_\_\_ month    \_\_\_\_\_ year

for a period of \_\_\_\_\_ working day(s).

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

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date approved by Supervisor

Note: This completed form must be filed with the Payroll Department prior to vacation leave.