

Name

Building

Please indicate the number of vacation days you are requesting the District to buy back, up to six (6) days

The Arlington School District values its employees and believes that personal time away from work is necessary for the health and well being of everyone. Occasionally, certain events make it virtually impossible to be away from the workplace. In the spaces provided below, please indicate both the date and the activity which required your presence at the workplace and prevented you from taking vacation.

Date	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Date	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Date	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Date	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Date	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Date	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

Employee Signature

Date

Supervisor Approval

Date

Superintendent Approval

Date

Payroll Use Only

2 days cashed out in November?

Total hours to cash out

Per diem rate

Total cash out