

2013-2014 CLASSIFIED EMPLOYEE VACATION SCHEDULE

Name: _____ Title: _____

Employee Number: _____ Location Code: _____

Branch/Unit: _____ Tel #: _____

 Employee Holiday
  District Shut-Down

 Spring Recess
  Blackout Dates

	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							
JUL 2013		1	2	3	4 H	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
AUG 2013					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30 H	31		
SEPT 2013	1	2 H	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
OCT 2013			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
NOV 2013						1	2	3	4	5	6	7	8	9	10	11 H	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28 H	29 H	30		
DEC 2013	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Shutdown		25 H	26	27	28	Shutdown		30 H	31 H				
JAN 2014				1 H	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20 H	21	22	23	24	25	26	27	28	29	30	31			
FEB 2014							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17 H	18	19	20	21	22	23	24	25	26	27	28			
MAR 2014							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
APR 2014			1	2	3	4	5	6	7	8	9	10	11	12	13	Spring Recess			14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
MAY 2014					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26 H	27	28	29	30	31		
JUN 2014							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	

Proposed Unofficial

Employee's Signature

Date

Supervisor's Approval

Date