



Roger León
Superintendent

Newark Board of Education

Dr. Yolanda Mendez, Assistant Superintendent
Human Resource Services

Where Passion Meets Progress

VACATION/PERSONAL DAY(S) REQUEST FORM

Name of Employee _____ Title _____

Location _____ Date _____

Employee Signature _____

VACATION

Requested Dates: _____ Total Days _____

Approved

Disapproved If so, reason for disapproval:

Signature: _____ Date _____

PERSONAL

Requested Dates: _____ Total Days _____

Approved

Disapproved If so, reason for disapproval:

Signature: _____ Date: _____

FOR MANAGERS ONLY: PLEASE LIST YOUR SECOND-IN-CHARGE DURING YOUR ABSENCE:

NAME/ TITLE/ CELL PHONE

VACATION DAYS:

- **Locals 32, 68, 617** – Must be requested thirty (30) calendar days in advance.
- **Building Trades** – Must be requested at least (14) calendar days in advance
- **Unaffiliated Staff** – Must be requested at least fifteen (15) calendar days in advance except in cases of an emergency. The immediate supervisor shall determine whether to grant the vacation request.
- **NTU, NTA, & Local 3** – Members are not entitled to vacation days.

PERSONAL DAYS:

- **Locals 32, 68, 617, Building Trades & Unaffiliated Staff** – Must be requested two (2) days in advance. With documentation upon return, members may take personal days without prior notification in an emergency.
- **NTU** – Members are required to call in one (1) hour prior to their scheduled sign-in time.
- **NTA** – Members are required to call in one half (1/2) hour prior to their scheduled sign-in time.
- **LOCAL 3** – Must be requested two (2) days in advance.
- **CASA** – Nothing precludes members from calling out on the day they are using their personal days.

Revised 9/2020