

PLAINVIEW-OLD BETHPAGE CENTRAL SCHOOL DISTRICT
106 Washington Avenue
Plainview, NY 11803

BUILDINGS AND GROUNDS PERSONNEL
Vacation Day(s) Request Form

_____ Date

TO: Christopher Donarummo
Assistant Superintendent for Human Resources & Safety

FROM: _____ Name
_____ Position

_____ Building

I am requesting approval for the following vacation day(s):

Day of Week

Date

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please submit this form to the Office of Human Resources following approval from your immediate supervisor or building principal. Upon approval you will receive a copy for your records.

_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Head Custodian Approval	approved	denied	Date
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Building Principal/Supervisor	approved	denied	Date
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Assistant Superintendent for H.R.	approved	denied	Date