

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

CLERICAL 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.

Building Principal/Supervisor approved denied _____
Date

Assistant Superintendent for H.R. approved denied _____
Date