

**LEWIS COUNTY BOARD OF EDUCATION
Michael Melton, SUPERINTENDENT
P.O. BOX 159 - 251 Lions Lane
VANCEBURG, KY 41179
PHONE (606)796-2811 FAX (606)796-3081**

VACATION REQUEST FORM

YEAR AROUND CLASSIFIED EMPLOYEES & PRINCIPALS

Vacation days must be requested two weeks in advance.

Name: _____

School/Location: _____

Days requested for the 20____ - 20____ school year.

Date Requested: (1st week) _____

Date Requested: (2nd week) _____

Employee's Signature

Date

Supervisor's Signature

Date

PLEASE RETURN TO BOARD OFFICE. REQUEST TENTATIVE WEEKS IF PLANS ARE NOT FINAL.

