

Date Entered	By
For Central Office Use Only	

**Maury County Public Schools**  
**Columbia, TN 38401**

**VACATION REQUEST**

I would like to take the following vacation days:

Dates: \_\_\_\_\_  
 \_\_\_\_\_

I will return to work on \_\_\_\_\_

Signature: \_\_\_\_\_

School: \_\_\_\_\_

\*Please turn in a "Request for Payment of Substitute Teachers" form to your superordinate reporting number of vacation days used, etc. when you return. The form should remain in tact inclusive of the pink copy, which will be returned to you signed by your superordinate. You may retain the goldenrod copy for your records.

**RETURN TO:** Appropriate Superordinate  
 A copy will be returned to the employee.

Date Received: \_\_\_\_\_

Action Taken:

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Reason: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Superordinate

\_\_\_\_\_ Date