

# *InterOffice Memo*

**To:** John Cerna, Assistant Superintendent

**From:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Subject:** Prior Year Vacation Balance Carryover

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This is a request to carry over vacation balance of the \_\_2007-08\_\_ school year to the next school year \_\_2008-09\_\_.

My estimated balance is \_\_\_\_\_ days.

Sincerely,

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Assistant Superintendent Approval

\_\_\_\_\_  
Dated

**RETURN TO BUSINESS OFFICE, PAYROLL**