**Vacation / Time Off Request Form**

**Child/Children: .**

**Person requesting time: .**

**Date of time requested: to .**

**Use of time requested (circle one):**

* **Sick (2 day increments minimum)**
* **Vacation (2 day increments minimum)**
* **Other approved (Medical… etc. and approved by director)**

**Parent/Guardian Signature: Today’s Date: .**

**Administration Initials: Date Request Received:**

**To be able to apply vacation time credit, the request must be submitted 2 weeks prior to the vacation. This helps us with planning and scheduling. Please see parent handbook for additional information.**

**Below is additional information from the handbook:**

**Vacation Time and Sick Time**

This year Vacation and Sick Time will be all encompassing and can be used in 2 or more day increments until they are gone. These days can be used for vacations or sick time on a day you would normally have been scheduled for care. Each family will get an ADDITIONAL 2 more days of sick/vacation days than previous years.

**Full-time and 4-day families-** If you are a family that is contracted to attend full-time or 4 days per week, you are eligible for 18 sick/vacation days per year. These are to be used in 2+day increments. You must still request vacation time 2 weeks in advance on the Vacation Time Request Form.

**3 days/week families-** If you are a family that is contracted to attend part-time (3 days per week), you are eligible for 10 days sick/vacation days per year. These are to be used in 2+day increments. You must still request vacation time 2 weeks in advance on the Vacation Time Request Form. Sick/Vacation days cannot be used for days that we are closed for holidays, unless it is submitted a full two weeks in advance.

If more time than your allowed weeks of vacation time is needed per year, the weekly amount will still be required to hold the child’s position within EduPlay. You must request this vacation time 2 weeks in advance on the Vacation Time Request Form.