

VACATION REQUEST

This form is for use by eligible full-time SCC employees to request vacation days. It should be submitted to the employee's immediate supervisor at least one (1) week prior to the day(s) being requested. Please note that effort will consistently be made to accommodate all vacation requests for all employees; however, vacation days cannot be allowed during extremely busy or critical operational times, except in cases of emergency. The college reserves the right to deny vacation requests if such requests will jeopardize the work of the College or place a severe handicap on other College employees. Absolutely no vacations will be allowed except in cases of emergency during peak registration period prior to or during the first week of fall, spring, and summer semesters.

Requested By (Signature) _____ Date _____

Immediate Supervisor _____ VP/CFO _____ President _____

January 2011

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February 2011

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March 2011

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April 2011

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May 2011

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June 2011

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July 2011

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August 2011

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September 2011

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November 2011

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December 2011

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January 2012

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February 2012

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March 2012

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May 2012

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June 2012

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July 2012

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August 2012

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September 2012

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December 2012

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FY11 Accrued _____ FY11 Unaccrued _____ FY12 Accrued _____ FY12 Unaccrued _____