



Midlothian ISD
VACATION LEAVE FORM
12 Month Professional/Paraprofessional Employees

Leave Year:

_____ **2009 – 2010 (7/1/09 – 12/31/2010)**
 _____ **2010 – 2011 (7/1/10– 12/31/2011)**

12-month employees receive twelve vacation days each school year. Vacation days may be used until December 31 following the school year. All remaining days will be forfeited after that date. Example: Vacation leave for the 2009/10 school year may be used from July 1, 2009 through December 31, 2010. Vacation leave for the 2010/2011 school year may be used from July 1, 2010 through December 31, 2011.

Employee:

Name _____ **Campus** _____

Vacation Leave Days – Record dates in spaces provided below.

#1 _____ #2 _____ #3 _____ #4 _____ #5 _____
 #6 _____ #7 _____ #8 _____ #9 _____ #10 _____
 #11 _____ #12 _____

During the summer weeks that 12-month employees work 4-day weeks with extended hours, vacation/sick/personal days will count as 1.25 days. Therefore, if an employee is out for an entire week during a 4-day summer week, the leave will count as 5 days {4 x 1.25 = 5 days}. If the employee is out 2 summer days, the leave will count as 2.5 days {2 x 1.25=2.5 days}.

_____ **Date** _____
Employee Signature

Supervisor Signature