

Everett Public Schools

Maintenance Vacation/Leave Request

Name _____ Position _____ Location _____

I hereby request to be absent from work for the following dates:

_____ through _____ for a total of _____ hours.

Below please indicate the type of leave:

_____ Personal
(SEIU & EAEOP only)

_____ Jury Duty
(Please attach copy of Summons)

_____ Comp. Time

_____ Vacation

Employee Signature

Date

Head Custodian/Grounds Lead Signature

Date

Supervisor's Signature

Date

1. It is the employee's responsibility to check that they have the appropriate leave balance prior to requesting time off.
2. Upon completion - please submit to your Supervisor
3. A signed copy will be returned to you verifying your vacation has been approved.
4. You will also need to report your absence in Smartfind to verify you actually took the time off.