

**SURRY COUNTY PUBLIC SCHOOLS**

**SURRY, VIRGINIA**

**APPLICATION FOR APPROVAL OF VACATION LEAVE**

File, in duplicate, with principal or immediate supervisor.  
One copy for Personnel files and one to be returned to applicant.

NAME \_\_\_\_\_

POSITION \_\_\_\_\_

I wish to be absent from my position on the following date(s):

\_\_\_\_\_  
\_\_\_\_\_

for vacation.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Approved:

Principal \_\_\_\_\_ Date \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_