

## Berkeley Unified School District VACATION LEAVE REQUEST

## ( 0.3/2 < ( ( $\P$ I&ISTRUCTIONS

- 1. Classified and Certificated (12 month) employees should request vacation leave approximately 30 days in advance.
- 2. Vacation leaves are scheduled and approved in accordance with departmental and District needs and may be subject to cancellation or re-scheduling.
- 3. Complete two copies of the Vacation Leave Request.