

## ANNUAL VACATION REQUEST

### 1. Identification

Employee Name:	
Employment Category:	Select your category of employment

According to the collective agreement, on July 1<sup>st</sup>, 2021 I will be entitled to \_\_\_\_\_ vacation days that I will use during the 2021-2022 school year, that is between July 1<sup>st</sup>, 2021 and June 30<sup>th</sup>, 2022. (Support Staff CSQ-S3: Article 5-6.05, Professional Staff CSQ-P1: Article 7-7.00 and Management Staff: Chapter VIII section I certain working conditions for managers of School Service Centers).

### 2. Choice of annual vacation

	FROM (yyyy-mm-dd)	TO (yyyy-mm-dd)	TOTAL
1.			
2.			
3.			
4.			
5.			
<b>TOTAL</b>			<b>0,00</b>

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### 3. Deadline for each category of employment

- **SUPPORT STAFF: APRIL 15<sup>th</sup>, 2021**
- **PROFESSIONAL STAFF: MAY 15<sup>th</sup>, 2021**
- **MANAGEMENT STAFF: MAY 15<sup>th</sup>, 2021**

It is **compulsory** that vacation time be taken during the School Center's closure which is between **July 19, 2021 and July 30, 2021** and, if possible, during the summer and March break\*. Employees will only be allowed to work during this period if they are authorized by the School Center. However, a minimum of two weeks of vacation must be taken during the summer period from **July 5<sup>th</sup>, 2021 to August 20<sup>th</sup>, 2021**.

### 4. Immediate supervisor's approval

The employee's selection of vacation dates are accepted.

\_\_\_\_\_  
Signature Immediate Supervisor

\_\_\_\_\_  
Date

The immediate supervisor sends a copy to the following address: [absences@csdulittoral.qc.ca](mailto:absences@csdulittoral.qc.ca)

\*March Break is from **Monday, February 28<sup>th</sup> 2022 to Friday, March 4<sup>th</sup>, 2022**.