

ANNUAL VACATION REQUEST

1. Identification

| | |
|----------------------|------------------------------------|
| Employee Name: | |
| Employment Category: | Select your category of employment |

According to the collective agreement, on July 1st, 2022 I will be entitled to _____ vacation days that I will use during the 2022-2023 school year, that is between July 1st, 2022 and June 30th, 2023 (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. | | | |
| TOTAL | | | 0,00 |

Employee Signature

Date

3. Deadline for each category of employment

- **SUPPORT STAFF: APRIL 15th, 2022**
- **PROFESSIONAL STAFF: MAY 15th, 2022**
- **MANAGEMENT STAFF: MAY 15th, 2022**

It is **compulsory** that vacation time be taken during the school center's closure which is between **July 25th, 2022 and August 5th, 2022** 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 4th, 2022 to August 19th, 2022.**

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@cSDLittoral.qc.ca

*March Break is from **March 6th, 2023 to March 10th, 2023.**