

ANNUAL VACATION REQUEST

1. Identification		
Name	First name	Employee number
Employment category 1		Employment category 2

According to the collective agreement, on July 1st, 2023 I will be entitled to _____ vacation days that I will use during the 2023-2024 school year, that is between July 1st, 2023 and June 30th, 2024. (Support Staff CSQ-S3: Article 5-6.05, Professional Staff CSQ-P1: Article 7-7.00 and Management Staff: Chapter VII section I certain working conditions for managers of school service centers).

2. Choice of annual vacation		
FROM (yyyy-mm-dd)	TO (yyy-mm-dd)	Number of working days
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
TOTAL :		

3. Deadline for each category of employment
<ul style="list-style-type: none"> SUPPORT STAFF : APRIL 15th, 2023 PROFESSIONAL STAFF : MAY 15th, 2023 MANAGEMENT STAFF : MAY 15th, 2023

It is compulsory that vacation time be taken during the school center's closure which is between July 24th, 2023 and August 4th, 2023 and, if possible, during the summer and March break (March 4th, 2024 and 8th, 2024). Employees will only be allowed to work during this period if they are authorized by the School Service Center.

A minimum of two weeks of vacation must be taken during the summer period from July 3th, 2023 to August 18th, 2023.

Employee Signature Date

4. Immediate supervisor's approval

The employee's selection of vacation dates is accepted.

Signature Immediate Supervisor Date

The immediate supervisor sends a copy to the following adress: absence@csdulittoral.qc.ca