

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 :			

<p>3. Deadline for each category of employment</p> <ul style="list-style-type: none"> • SUPPORT STAFF : APRIL 15th, 2023 • PROFESSIONAL STAFF : MAY 15th, 2023 • MANAGEMENT STAFF : MAY 15th, 2023
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It is mandatory for staff members to take their vacation days during the School Service Centre summer closure period, from July 24, 2023 to August 4, 2023.

It should be noted that staff members are encouraged to take advantage of the summer period as well as spring break (March 4, 2023 to March 8, 2024) to take the majority of their vacation days.

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 address: absence@cSDLittoral.qc.ca