

## ANNUAL VACATION REQUEST

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

According to the collective agreement, on July 1<sup>st</sup>, 2024 I will be entitled to \_\_\_\_\_ vacation days that I will use during the 2024-2025 school year, that is between July 1<sup>st</sup>, 2024 and June 30<sup>th</sup>, 2025. (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.		
<b>TOTAL :</b>		

3. Deadline for each category of employment
<ul style="list-style-type: none"> <li><b>SUPPORT STAFF : APRIL 15<sup>th</sup>, 2024</b></li> <li><b>PROFESSIONAL STAFF : MAY 15<sup>th</sup>, 2024</b></li> <li><b>MANAGEMENT STAFF : MAY 15<sup>th</sup>, 2024</b></li> </ul>

It is mandatory for staff members to take their vacation days during the school service centre summer closure period from July 22, 2024 to August 2, 2024.  
It should be noted that staff members are encouraged to take advantage of the summer period as well as spring break (March 3, 2025 to March 7, 2025) to take the majority of their vacation days. However, a minimum of two weeks holiday must be taken during the summer period between July 2, 2024 and August 16, 2024.

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

4. Immediate supervisor's approval
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The employee's selection of vacation dates is accepted.

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

The immediate supervisor sends a copy to the following adress: [absence@cssdulittoral.gouv.qc.ca](mailto:absence@cssdulittoral.gouv.qc.ca)