

NEWPORT PUBLIC SCHOOLS

TO: Human Resources

RE: Vacation Day Request for 60-Day Perfect Attendance  
Local 841

---

*To be completed by employee:*

Name: \_\_\_\_\_

Employee #: \_\_\_\_\_

Classification: \_\_\_\_\_

Perfect attendance has been reached during the following period:

From: \_\_\_\_\_  
(Date)

To: \_\_\_\_\_  
(Date)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

*For Business Office use only:*

\_\_\_\_\_ Approved (Vacation day will show up on paycheck stub)

\_\_\_\_\_ Denied

Reasons: \_\_\_\_\_

\_\_\_\_\_

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources Approval: \_\_\_\_\_

Date: \_\_\_\_\_

---

*Copy: Employee  
Human Resources*