

VACATION PAY REQUEST

Please PRINT the following Information:

Employee's Name	
Employee Number	
Position	
Location	

Attention: Payroll Department
School District No. 48 (Sea to Sky)
Box 250,
Squamish, B.C. V8B 0A2

Dear Madam or Sir,

In accordance with the latest C.U.P.E. Agreement with the School District [Article 19.02, a) ii)]

Ten month employees who do not normally work during school closures may elect to be paid vacation pay on the last pay day of the month in which the school closure for Christmas and Spring Break commences, upon request to the Employer in writing at least 20 working days prior to each school closure."

As a 10 month employee, I request you pay me out my vacation pay at

(indicate which: either Christmas Break OR Spring Break)

Thank you,

Employee Signature

Date