

Palmer LifeWays Parent Vacation Request Form

Today's Date: _____

_____ are requesting vacation time for our (Parent's
Name)
child(ren) _____.

(Child(ren)'s name)

Dates Child(ren) will be absent _____.

Date Child(ren) will return to Palmer LifeWays _____.

Number of vacation days to be used for this absence: _____.

- **Vacation Policy:** A credit for a two (2) week vacation each calendar (July 1-June 30) year will be honored for childcare. Number of days dependent on schedule. If your family is planning a vacation, a 30-day notice must be given in order to receive credit for childcare. Family emergencies will be considered on an individual basis.

Parent's Signature

Date

For Office Use Only

Did parent receive Vacation Credit? _____ Yes _____ No

Time used: _____ Time Available: _____

Accounting Approval: _____ Date: _____