

PICKAWAY COUNTY EDUCATIONAL SERVICE CENTER

2050 Stoneridge Drive, Circleville, OH 43113

Phone 740-474-7529 Fax 740-474-7251

VACATION REQUEST FORM

Pickaway County ESC staff members are to sign and return this form to the treasurer.

Employee _____

Number of vacation days _____

Dates of vacation _____

Employee Signature/Date

____ Approved

____ Disapproved

Superintendent's Signature/Date