

Putnam Valley Central School District

146 Peekskill Hollow Road
Putnam Valley, New York 10579

CSEA Vacation Reimbursement Request

All requests must be submitted by June 1st of each year.

In accordance with my Putnam Valley Central School District contract agreement, (Article V(3) "Twelve month employees who are entitled to four (4) or more weeks of vacation each year shall have the option to be paid for up to five (5) unused days at their per diem rate of pay.") I am requesting that I be reimbursed for the days listed below, which will come from my unused vacation time. I understand that this reimbursement will be paid to me at the end of the school year.

Date of Request: _____

Employee's Name: _____

Number of days: _____ (maximum of 5 days)

Employee's Signature: _____ Date: _____

Superintendent's Approval: _____ Date: _____
(Signature)

For Office Use:
____ Rate:
____ Attendance