

VACATION/SICK LEAVE FORM



Child's Name: _____ Parent's Name: _____

Encompass Vacation/Sick Leave Policy:

- To receive vacation time at no charge this form must be completed and returned to the Center Director prior to the week of vacation.
- **If you receive a scholarship (for Registration Fee, YoungStar, or hardship) during the calendar year, any vacation credit given will be lowered by the total amount of scholarship(s) received.**
- A child enrolled Full Time, Prime Time or Daily between **January 1— May 31** will receive **two weeks** vacation at no charge according to their enrollment status.
- A child enrolled Full Time, Prime Time or Daily between **June 1— October 31** will receive **one week** of vacation at no charge according to their enrollment status.
- Children **enrolled after November 1** **will not** receive vacation during the current calendar year.
- Children scheduled as Drop-In do not receive vacation or sick leave.
- Vacation must be taken as **five consecutive days**. Vacation time **cannot** be used for the two week termination notice. The vacation year begins with the first full week in January.
- If your child was ill and you want to use the vacation week for this leave, this form must be completed and returned to the Center Director within one week of the last day of absence.
- When a child is in attendance for only one day and absent for the other four days, that week can be taken as an unpaid vacation/sick week. Drop-In fee will be charged for the one day the child is at the Center. Two days or more of attendance is considered a full week and the TOTAL weekly fee will be charged unless a vacation week is used.

FOR OFFICE USE ONLY:

Week of Vacation: _____ Parent's Signature: _____

Center: _____ Center Director's Initials: _____ Today's Date: _____

Accounting Personnel's Initials: _____ AWD _____ Scholarship _____ WI Shares _____ Date _____