

Name:	Position:
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**ABA Request for Modifying
Established Work Schedule**

(additional forms may be accessed at www.bremertonschools.org, Click on Staff Resources, then on Employee Forms)

Trading Days

I am requesting to modify my work schedule by trading the following days:

Vacation, non-work day, holiday or weekend to be worked (date)	In lieu of (regular work day) (date)	Purpose

_____ Supervisor's Signature _____ Date

[If you are a principal who is approving this trade for an assistant principal, please forward a copy of this form to Pat Tucker for tracking purposes.]

Vacation Accrual

I will be working on a vacation, non-work day, weekend, or holiday and request to accrue vacation.

Date(s): _____

The purpose of these added days is: (special event, extra project, seminars, etc.)

Total vacation day accrual requested: days

_____ Supervisor's Signature _____ Date

_____ Assistant Superintendent's Signature _____ Date