

# University of Houston Child Care Center

Wks Used _____
Wks Remain _____

## Vacation Request Form

According to the UHCCC annual Enrollment Agreement, the vacation policy is as follows:

**Vacation Weeks:** During the 12 month contract agreement, 3 weeks may be designated as vacation weeks. Payment is not required for these weeks provided your UHCCC account is current. The vacation time can not be used one day at a time; it must be used in 5 consecutive business day intervals. If the 5 consecutive business days occur over a 2 week time period and the child attends part of each week, tuition will only be charged for one week and the second week will be designated as a vacation week. **UHCCC needs to have the vacation time off request submitted in writing prior to the child taking the actual time off.**

Please fill in the following information to request vacation time-off from UHCCC.

**FILL OUT ONE FORM FOR EACH CHILD.**

\_\_\_\_\_  
**Child's Name**

\_\_\_\_\_  
**Classroom**

\_\_\_\_\_  
**Parent's Name**

**Is Account Current?**     **Yes**     **No**

**Vacation Request Dates:**    **Start Date** \_\_\_\_\_    **End Date** \_\_\_\_\_

**Number of weeks requested:** \_\_\_\_\_

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*Office Use Only*

**Contract Dates:**    **Start** \_\_\_\_\_    **End** \_\_\_\_\_

**Approved:**  **Yes**     **No**    **Approved by:** \_\_\_\_\_    **Approval Date:** \_\_\_\_\_

**Number of weeks approved:** \_\_\_\_\_

**Wk 1 Posted:** \_\_\_\_\_    **Wk 2 Posted:** \_\_\_\_\_    **Wk 3 Posted:** \_\_\_\_\_