

LEAVE REQUEST FORM

NAME OF EMPLOYEE _____

DATE OF REQUEST: _____ DATE(S) OF ABSENCE: _____

TYPE OF LEAVE YOU ARE REQUESTING: (please check one)

SICK LEAVE: Personal Illness Illness in immediate family¹

EMERGENCY DAY:

Serious illness of a friend or relative Court appearance
 Imperative business issue Disaster

PERSONAL DAY (1/YEAR) leave shall not be taken on the last work day before a vacation or holiday, or on the first day following a vacation or holiday, or taken in the first two weeks or the last two weeks of the school year. Holidays are defined as school days officially designated in the school calendar as holidays and days that have been excluded from the school calendar.²

EDUCATIONAL LEAVE

Reason _____

Substitute paid from account # _____
ORG _____ OBJECT _____ PROJECT _____

JURY DUTY³

MILITARY LEAVE: Attach a copy of your orders to this form⁴

CALENDAR REVISION: Attach 2 copies of revised calendar to this form

I hereby affirm and attest that the information I have provided is true and, under provisions of law and Board policy, qualifies me to take the leave indicated. I understand that if I have provided information that is not true, I may be subject to disciplinary action.

Signature of Employee

Printed Employee Name

Signature of Principal/Supervisor

Signature of Superintendent

1. "Immediate family" shall mean the spouse, children, stepchildren, grandchildren, parents and spouse's parents, grandparents, and spouse's grandparents, brother, sister, daughter-in-law, son-in-law without reference to the location or residence of said relative, and any blood relative who resides in the employee's home.
2. The employee must fill out this form one (1) week in advance for personal and educational days. Inability to obtain a substitute will be grounds for denying a personal leave day request.
3. Any employee who serves on a jury in a duly constituted local, state, or federal court shall be granted leave with full compensation, less any compensation received as jury pay (except expense monies), for the period of his/her actual jury service.
4. In any one (1) federal fiscal year, employees, while on military leave, shall be paid their salaries or compensations for a period or periods not exceeding twenty-one (21) calendar days. Any unused military leave in a federal fiscal year shall be carried over to the next year.

This form must be completed correctly, signed by the employee and Principal/Supervisor and turned into the Board Office before 9:00 am on Monday of the payroll week. If this is not done, if you have missed any working days within the payroll period, you will be docked for those days missed on your pay check.