



Request for Leave

Instructions: This form must be prepared and submitted for approval to the supervisor before the date of anticipated absence.

Name:

Site:

Date of Request:

Number of Days Requested:

Inclusive Dates of Absence:

Please check one:

- Annual Leave
- Bonus Leave/ Miscellaneous Leave
- Comp Time
- Jury Duty
- Leave Without Pay
- Parental Involvement (Maximum 4 hours per school year; Substitute not provided)
- Personal Leave (Must be approved 5 days in advance)
- Observance of Bona Fide Religious Holiday (Must be approved by Superintendent in advance)
- Sick Leave
- Staff Development

Title:

Location:

Approved

Denied

Supervisor:

Date:

Signature