

REQUEST FOR LEAVE OF ABSENCE

I request a leave of absence on _____
_____ (date of absence)

1/2 Day	a.m. p.m.	Full Day
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Please check reason for absence:

Sick Day Personal Vacation

In-service/Professional Development _____
_____ (official name of inservice/meeting)

Courtesy Coverage _____
_____ (period) (2 per year- Please list who will sub. You are responsible fo find your own in-house sub.)

Bereavement two per incident (family only) - spouse/domestic partner, children, step-children, parents, step-parents, grandparents, grandchild, brother, sister, brother/sister in-law, mother/father in-law, uncle, aunt, niece, nephew and first cousin. Does the bereavement leave request qualify under the definition identify as "family only"? _____

Relationship to the deceased _____

Other _____
_____ (reason)

Sub Needed: Yes No Position/Grade _____

Signature _____ date e-mail address

Administrator Signature _____ date

Superintendent Signature _____ date

Please submit to your building principal or supervisor for approval/signature.

APPROVED DENIED