

**REQUEST FOR LEAVE OF ABSENCE**

I request a leave of absence on \_\_\_\_\_  
1/2 Day      a.m.      Full Day      (date of absence)  
                    p.m.

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