

DCR# \_\_\_\_\_

Red Van    Red Car    White Car    Personal Car

# West Jefferson School District #253

## DAY LEAVE REQUEST

(Please Submit 5 days prior)

WITHIN DISTRICT    PROF DEVELOPMENT    ACTIVITIES    OTHER \_\_\_\_\_

1. Submitted by: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
Depart/School/Group: \_\_\_\_\_

2. Employee(s): \_\_\_\_\_  
Number of persons Traveling:      Students: \_\_\_\_\_      Adults: \_\_\_\_\_      Total: \_\_\_\_\_

3. Destination/Event: \_\_\_\_\_  
Purpose/Objective: \_\_\_\_\_

4. Date Leave is Requested for: \_\_\_\_\_  
Estimated Leave Time: \_\_\_\_\_      Estimated Return Time: \_\_\_\_\_  
Estimated Total Miles of Travel: \_\_\_\_\_      Estimated Total Hour(s) Gone from District: \_\_\_\_\_

5. Entered Leave Request in TimeClocks    Yes    No

Signature: \_\_\_\_\_  
(Signature of Person Requesting)

Approved \_\_\_\_\_  
(Signature of Principal/Supervisor/Dept. Head)

---

DISTRICT OFFICE USE:

Date Received By District \_\_\_\_\_

Not Approved       Approved  \_\_\_\_\_  
(Signature of Superintendent)