# Request for Leave

## Absence Information

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Number:</th>
<th>Location:</th>
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<table>
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<tr>
<th>Supervisor:</th>
<th>Date(s) of Absence:</th>
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## Type of Leave Requested:

In addition to documenting absences in Aesop, a Request for Leave form must be completed for all leave of absences that require superintendent and/or board approval. An explanation of all requests for leave is required and must be included in the “Comments” Section.

### Personal Leave

- Permission to use personal leave during: *(Superintendent approval required)*
  - First ten days of school
  - Last ten days of school

- Permission to use personal leave during first semester of school: *(Superintendent approval required)*
  - Third Personal Leave Day
  - Fourth Personal Leave Day
  - Both

### Unpaid Leave

- *(Superintendent approval required, submit completed form to Tammy Nichols, Payroll)*
  - ___ # Days

### Other

- *(Submit completed form to Keri Douthit, Benefits)*
  - ___ # Days

### Leave of Absence

- **Over 20 days** *(Attach doctor’s statement. Submit completed form to Keri Douthit, Benefits. (Board approval required)*
  - ___ # Days

### Extended Leave of Absence

- *(Board approval required)*
  - ___ # Days

## Comments/Explanation for all “Request for Leave:”

## Note:

1. All absences in excess of 20 days must be board approved.
2. All other leave requests, see Limestone County Board Policy website at [www.lcsk12.org](http://www.lcsk12.org).

## Supervisor Approval

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<tr>
<th>Approved</th>
<th>Denied</th>
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<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
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<table>
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<tr>
<th>Supervisor Signature</th>
<th>Date</th>
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<tr>
<th>Superintendent Signature</th>
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FORM HR 0003
Updated 08/26/2014