

STAFF LEAVE REQUEST FORM

When taking different types of leave days, you must do a leave sheet for each day.
This form must be completed for all leave requests, and accompany all "Before Forms."

All leave (except unexpected sick leave) must be approved beforehand.

*****NOTE: INCOMPLETE/INCORRECT FORMS WILL BE RETURNED*****

Employee's Name: _____

Dates Leave Requested: _____

Type of Leave Requested:

SICK _____ HOURS DAYS

PERSONAL _____ HOURS DAYS

DISTRICT BUSINESS _____ HOURS DAYS

Meeting Attending _____

PAYROLL OFFICE USE ONLY:

Requesting Employee's Signature

Date

Principal/Supervisor's Signature

Date

FOR TEACHER'S ONLY: Substitute Needed _____ Yes _____ No

OFFICE USE ONLY:

SUBSTITUTE'S NAME: _____