

## REQUEST FOR LEAVE

I hereby request leave as follows:

<u># Days/Hours and Type of Leave</u>	<u>Date(s)</u>
_____ Day(s) <b>Sick Leave</b>	_____
_____ Day(s) <b>Annual Leave</b>	_____
_____ Day(s) <b>Personal Leave</b> <small>(Teachers Only)</small>	_____
_____ Day(s) <b>Bonus Leave</b>	_____
_____ Day(s) <b>Spec Bonus Leave</b>	_____
_____ Day(s) <b>Absence with No Deduction*</b>	_____
_____ Day(s) <b>Leave w/o Pay</b> <small>(Requires Superintendent's Signature on Student Days)</small>	_____
_____ Hour(s) <b>United Way</b>	_____
_____ Hour(s) <b>CompTime</b>	_____
_____ Hour(s) <b>Furlough</b>	_____

\*Give reason for absence. If absence involves In-Service, give name of workshop, etc. to be attended:

\_\_\_\_\_

\_\_\_\_\_

.....

Employee's Signature \_\_\_\_\_

Date of Request \_\_\_\_\_

.....

Approved: \_\_\_\_\_ Yes \_\_\_\_\_ No

Supervisor's Signature \_\_\_\_\_

Date of Action \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_

Date of Action \_\_\_\_\_