ABSENCE REQUEST FOR PROFESSIONAL STAFF

Employee Name:

Leave is requested for the following date(s):

☐ PERSONAL – BEFORE OR AFTER A BREAK/HOLIDAY (Section 7.31 (f) – personal leave days are granted for the purpose of conducting legal or personal business affairs that must take place during working hours. REMINDER: MUST BE PRE-APPROVED BY THE SUPERINTENDENT.

☐ OTHER – (Section 7.31 (b), (c), (e), (g), (h), (i) – ex: Association Time, Jury Duty, Personal Graduation, Visitation Days, Summer Grad Class Session, Emergency Days – please give brief explanation below).

COMMENTS:

DATE: ______________________ EMPLOYEE SIGNATURE: ______________________

DATE: ______________________ PRINCIPAL/SUPERVISOR APPROVAL: ______________________

DATE: ______________________ DIRECTOR OF HUMAN RESOURCES APPROVAL: ______________________

DATE: ______________________ SUPERINTENDENT SIGNATURE: ______________________

☐ APPROVAL

☐ DENIAL

SUPERINTENDENT COMMENTS:

☐ FMLA Notification provided to employee (if applicable)

FMLA Start Date: ______________________