

# LEAVE REQUEST

|                 |                                 |                 |                        |  |                |
|-----------------|---------------------------------|-----------------|------------------------|--|----------------|
|                 | Name                            |                 | Position/Grade/Subject |  | Calendar/Track |
| Employee Number | School, Department, or Job Site | Preferred Email |                        |  |                |

**Note: This is not an exhaustive list of all available options for leave. More details are provided in the Employee Handbook.**

Instructions for completing the form and additional leave benefit information are available in the Leave Request Form Directions.

**I HEREBY REQUEST LEAVE AS FOLLOWS:**      **# of Days Requested**

**ANNUAL (VACATION) LEAVE**      \_\_\_\_\_

**SICK LEAVE**      \_\_\_\_\_

**Doctor's note may be requested per policy.**

**VOLUNTARY SHARED LEAVE**      \_\_\_\_\_  
**Doctor's note required.**

**BONUS VACATION LEAVE**      \_\_\_\_\_  
2017 Legislated Non-Expiring      Non-Expiring (Special)

**EXTENDED SICK LEAVE (Deduction)**      \_\_\_\_\_  
**Doctor's note required.**

**PERSONAL LEAVE (Deduction\*)**      \_\_\_\_\_

\*As of Nov. 18, 2021, a substitute teacher deduction will **not** apply when a reason is listed when requesting personal leave. No reason is needed when requesting personal leave on a teacher workday. As of January 2022, a \$115/day substitute teacher deduction will apply if no reason is listed on this form.

**COMPENSATORY TIME**      \_\_\_\_\_  
**Attach copy of most recent time sheet.**

**NON-PAID LEAVE\*\***      \_\_\_\_\_

**EDUCATIONAL LEAVE\*\***      \_\_\_\_\_

**Complete the educational leave box below and/or attach documentation as applicable.**  
\*\*Board approval may be required.

**MILITARY LEAVE**

\_\_\_\_\_ **Short-Term** (§10.1)

\_\_\_\_\_ **Extended Active Duty** (§10.2)

\_\_\_\_\_ **Other** (§10.3, §10.4)      \_\_\_\_\_

**OTHER\*\*\***      \_\_\_\_\_

\*\*\*Other types of leaves may include: Professional, Jury Duty, Court Attendance, Parental Involvement, Discretionary, etc. Additional documentation may be required. See Leave Request Form Directions for more information.

\*\*\*\*\*

Substitute teacher needed?      Yes      No      **Job #**      **Substitute teacher:** \_\_\_\_\_

**Educational Leave Requests for Workshops/Training ONLY**

**Workshop/Training Title** \_\_\_\_\_

Is funding for a substitute being provided by the workshop organizer?      Yes      No

If yes, please return a Funding for Workshop/Training form to the school/department for use following the completion of the event.

Supervisor's signature is required for **all** leave requests. Supervisor may **deny** requests for certain types of leave. See Leave Request Form Directions for more information. If denied, please provide a reason.

**APPROVED**       **DENIED**      **Reason denied:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Employee**      **Date**      **Signature of Principal or Supervisor**      **Date**

\_\_\_\_\_  
**Signature of Superintendent, Budget Manager or Designee**      **Date**

School Use Only: \_\_\_\_\_