

REQUEST FOR LEAVE & ABSENCE

Name:		Employee Number:	To	oday's Date:
Start Date:	End Date: F	ull Day(s): Half Day(s):		PM Total Day(s):
NON-DISCRETIONARY LEAVE				
Submit form upon return from leave. □ Personal Illness or medical appointment (more than 5 consecutive workdays requires medical certification) □ Family Illness or medical appointment (more than 3 consecutive workdays requires medical certification) □ Family Emergency (Documentation may be required upon supervisor's request) □ Death in the family (immediate family/5 days maximum). Relationship:				
DISCRETIONARY LEAVE				
Submit form for approval prior to the requested absence from duty.				
 □ Personal leave (see supervisor if you wish to take leave under any of the following circumstances) • Before or after a designated holiday • Days scheduled for State • Days scheduled for semester exams • Discretionary Personal Leave may not exceed three consecutive days, and no more than 5 per school year □ Comp Time (Para-professional Staff Only) □ Floating Holiday (Classified Staff Only) □ Non Duty Days (Eligible Employees Only) □ Vacation (261 Day Employees Only) 				
		OTHER TYPES OF LEAVE		
Submit form prior to or upon return from leave as applicable.				
☐ Jury Duty (documentation required) ☐ Compliance with a Subpoena (documentation required) ☐ Other:				
		SCHOOL BUSINESS		
			absence from	duty.
	Submit this form for	SCHOOL BUSINESS	-	duty.
Purpose of Leave	Submit this form for o	SCHOOL BUSINESS approval prior to the requested		
Purpose of Leave	Submit this form for de: requested? No	SCHOOL BUSINESS approval prior to the requested	10 Event & Tra 10 Event & Tra eling, and Form	ivel Form
Purpose of Leave Destination: Are funds being	Submit this form for de: requested? No	SCHOOL BUSINESS approval prior to the requested of the request of the request with the request of	10 Event & Tra 10 Event & Tra eling, and Form	ivel Form
Purpose of Leave Destination: Are funds being Is student travel Has a substitute If yes, the name AESOP System N	Submit this form for de: requested?	SCHOOL BUSINESS approval prior to the requested of the request of the request with the request with the request with the request with the request of the requested of the request of the requested of the requested of the requested of the request of the	10 Event & Tradeling, and Form equest is not needed)	evel Form evel Form,
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