

LEAVE REQUEST FORM

___ Employee
___ Principal
___ HR
___ Bookkeeper
___ District

PERSONAL BUSINESS LEAVE _____
ASSOCIATION LEAVE _____
JURY DUTY LEAVE _____
BOARD LEAVE _____

DATE _____

NAME _____

ASSIGNMENT _____ BUILDING _____

DATE(S) OF LEAVE REQUEST _____

REASON FOR LEAVE (EXPLAIN) _____

EMPLOYEE SIGNATURE _____

***** *FOR OFFICE USE ONLY* *****

PERSONAL BUSINESS LEAVE _____
ASSOCIATION LEAVE _____
JURY DUTY LEAVE _____
BOARD LEAVE _____

APPROVED _____

DISAPPROVED _____

APPROVED _____

DISAPPROVED _____

Principal's Signature

Superintendent's Signature

REIMBURSEMENT RECEIVED FOR JURY DUTY _____