

Leave Request Form and Statement

Name: _____ Location: _____

Date Submitted: _____

Leave Without Pay: Requested under the terms of policies 03.123/03.223.

Date(s) of leave without pay: _____ Total days: _____ Substitute needed

Purpose of leave without pay:

Jury Leave: requested under the terms of policies 03.1237/03.2237.

Date(s) of jury leave: _____ Total days: _____ Substitute needed

Employee will sign over court-issued jury paycheck to district.

Employee will reimburse district for any jury pay received.

Military/Disaster Services Leave: requested under the terms of policies 03.1238/03.2238.

Date(s) of leave: _____ Total days: _____ Substitute needed

Parental Leave: requested under the terms of policies 03.1233/03.2233.
See Personnel Department for Packet.

The following leave requests are managed through the electronic absence management system:
**Each building may have other systems for the process of requesting the leaves in this section*

Away from Work Station/PD/Trainings: requested under the terms of policies 03.1911/03.2235

Emergency leave: requested under the terms of policies 03.1236/03.2236

Personal leave: requested under the terms of policies 03.1231/03.2231

Sick leave: requested under the terms of policies 03.1231/03.2231

Date(s) of leave: _____ Total days: _____ Substitute needed

I understand that if I have provided information that is not true, I may be subject to disciplinary action.

Employee's Signature

Date

Superintendent/designee's Signature Approving Leave as Requested

Date

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Upon initial hire and every year thereafter, a personal statement is required for the use of personal leave, the use of emergency leave, and the use of sick leave for the purpose of mourning a member of the employee's immediate family.* Either a personal statement or a certificate of a physician supporting the need for sick leave is required for the use of sick leave if the employee was absent due to his/her own personal illness or for the purpose of attending to an immediate family member* who was ill. If an employee who requests to use sick leave for his/her own personal illness or to attend to an immediate family member* who is ill does not submit a supporting physician's certificate, s/he must submit a supporting personal statement. Requirements for use of sick leave following childbirth and adoption are stated in Policies 03.1233/03.2233.

LEAVE STATEMENT

A leave statement will be sent and completed electronically through a Board approved platform.

Review/Revised:5/20/2024