

EMPLOYEE REQUEST FOR LEAVE

NAME _____

MONTH _____

LOCATION _____

TYPE OF ABSENCE	TOTAL DAYS	DATE/S OF ABSENCE	REASON FOR ABSENCE
SICK (Policy 03.2232) Clas. (Policy 03.1232) Cert.			
PERSONAL (Policy 03.2231) Clas. (Policy 03.1231) Cert.			
EMERGENCY (Policy 03.2236) Clas. (Policy 03.1236) Cert.			
VACATION (Policy 03.222) Clas.			
NON-CONTRACT			
NO CLAIM/ WITHOUT PAY			
JURY DUTY (Policy 03.2237) Clas. (Policy 03.1237) Cert.			

DEFINITIONS:

SICK = Personal illness, Attending to illness of immediate family member, Mourning immediate family member.

EMERGENCY = Bereavement, Personal disasters such as tornados, fires, floods, etc, Court/Legal

JURY DUTY = leave with full compensation less any compensation received as jury pay (except expense monies) for the period of the actual jury service

*I do solemnly swear that on the above mentioned date I was unable to perform my school duties and apply for excused sick leave per section 161.155. (If applying for sick leave)

Employee Signature

Approved By / Supervisor