



Northshore
School District

Human Resources

3330 Monte Villa Parkway
Bothell, WA 98021-8972
Phone: (425) 408-7601

PAID LEAVE REQUEST

EMPLOYEE INFORMATION:	<input type="checkbox"/> Bus Drivers	<input type="checkbox"/> Custodian	<input type="checkbox"/> Food Service
	<input type="checkbox"/> Bus Mechanics	<input type="checkbox"/> _____	
Name _____	Employee ID # _____	Phone Number (____) _____	
Location _____	Position/Job Title _____		
Date Leave is to Start _____	Date of Anticipated Return to Work _____		

TYPE OF ABSENCE REQUESTED			
<input type="checkbox"/> <u>Personal</u>	<input type="checkbox"/> <u>Bereavement</u>	<input type="checkbox"/> <u>Jury Duty</u>	<input type="checkbox"/> <u>Vacation (if applicable)</u>

REASON FOR ABSENCE

Employee Signature _____

Date _____

Manager Approval

Approved

Rejected

Comments:

Supervisor Signature _____ **Date** _____

The purpose of Paid Time Off is to provide employees with flexible paid time off from work that can be used for personal needs. It should always be scheduled as early as possible in advance, according to department policy, and must have supervisory approval. The District's goal is to reduce unscheduled and the need for supervisory oversight.

Unapproved/Unscheduled incidence may result in disciplinary action