

## ***Teacher Request for Short-Term Leave of Absence Without Pay***

**TO:** School Principal and Building Committee for Review of Unpaid Leave Requests

**FROM:** \_\_\_\_\_ **BLDG:** \_\_\_\_\_

**EMP #:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Subject to the provisions of Section 8.9, of the working agreement, I request that I be allowed to take a short-term leave of absence without pay from \_\_\_\_\_ through \_\_\_\_\_, a total of  
(date) (date)

\_\_\_\_\_ regularly scheduled working days.  
(number)

The reason for the leave is:

- \_\_\_\_\_ Personal emergency or other nonrecurring, compelling need.
- \_\_\_\_\_ Attend presentation of an award for significant achievement to spouse or self.
- \_\_\_\_\_ Participate in a unique and unexpected opportunity for professional growth which will directly benefit students.

Details: \_\_\_\_\_

Date and reason(s) for other short-term unpaid leaves of absence you have taken since July 1, 2001:

\_\_\_\_\_  
\_\_\_\_\_

### ***RESPONSE OF BUILDING PRINCIPAL/TEACHER COMMITTEE***

\_\_\_\_\_ **Leave Denied**

1. Specify reason: \_\_\_\_\_
2. Principal and at least one teacher representative sign:

\_\_\_\_\_ (Principal) \_\_\_\_\_ (Teacher) \_\_\_\_\_

3. Send copy to leave applicant.

\_\_\_\_\_ **Leave Approved**

1. Principal and at least one teacher representative sign:

\_\_\_\_\_ (Principal) \_\_\_\_\_ (Teacher) \_\_\_\_\_

2. Send completed form to leave applicant and to Human Resources. Human Resources will maintain a central record of unpaid leave time taken by each employee and will forward the approved leave notice to the Payroll Department.