



Northshore  
School District

**Human Resources**

3330 Monte Villa Parkway  
Bothell, WA 98021-8972  
Confidential and Secure Fax:  
1-866-404-1841

**PAID LEAVE REQUEST**

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

<b>TYPE OF ABSENCE REQUESTED</b>		
<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>	<input type="checkbox"/> <u>Other:</u> _____	

<b>ADDITIONAL INFORMATION (if required)</b>

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

**Manager Approval**

Approved

Rejected

Comments:

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

The purpose of the 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