



Westport Community Schools  
17 Main Road, Westport, MA, 02790-4202

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## **MANAGEMENT & ADMINISTRATIVE STAFF**

### **REQUEST FOR LEAVE**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

TYPE OF LEAVE REQUESTED: \_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Initials of Supervisor

\_\_\_\_\_  
Superintendent Review: \_\_\_\_\_ Date: \_\_\_\_\_

(Types of Leave: Bereavement, Family Emergency, Family Leave, and Unpaid Leave of Absence)