CHANCE OF A LIFETIME LEAVE REQUEST FORM

This form should be completed by the employee and given to their immediate supervisor. The immediate supervisor will review and forward to the Human Resources Department for final approval.

Per Board Policy 4252, there is a maximum of 5 days that can be taken for a Chance of a Lifetime leave.

Note: The employee should only fill out Section I. The reason for requesting the Chance of a Lifetime leave must be specific.

Section I – EMPLOYEE TO COMPLETE – Request Information	
Name:	Building/Department:
Today's Date:	Leave Dates:
Specific Reason for Request:	
I understand that in accordance with Board Policy 4252, following approval of such a leave, I will not be eligible to use this type of leave for two (2) school years. I understand that all days requested *(maximum of five (5) days)* will be unpaid. I understand if any changes are made to my leave, I am responsible to notify my supervisor and the Human Resources Department of them. Failure to notify all parties may result in a pay adjustment based on the original request that would not be corrected until the following payroll (if applicable). Your Signature: Date:	
Supervisor's Signature:	

Section II – HR DEPARTMENT TO COMPLETE – Criteria Checklist	Yes	No
1. Appropriate number of days (not to exceed 5 work days)		
2. Without cost to the District		
3. Approval of immediate supervisor		
4. Submitted by the tenth work day of the school semester (time permitting)*		
5. More than five (5) work days prior to/following opening/closing of any school year*		
6. Does not involve the first of last five (5) work days of a semester*		

*May be waived if there are extenuating circumstances are noted

_____,

Please note, in accordance with Board Policy 4252, following the approval of such leave, employee will not be eligible for such leave again for two (2) years.

☐ **Approved:** _____ _____
Human Resource Designee Date

☐ **Denied:** _____ _____
Human Resource Designee Date

Reason Denied: _____

_____

cc: file, Payroll, Principal/Supervisor 01/2021