

SOUTH WHIDBEY SCHOOL DISTRICT #206

**REQUEST FOR LEAVE FORM**

All leave is subject to employee collective bargaining agreements. Generally, any planned absence that is two or more consecutive days or utilizes unpaid leave or extends a holiday or school break must have approval from both the Principal/Supervisor and the Superintendent prior to the absence. Absences within the first two weeks of the school year are generally not permitted.

To request a leave of absence, the employee must submit this form\* to their Principal/Supervisor. They will review and approve or deny the request and forward it to the Superintendent. The Superintendent will then review and approve or deny the request. Employees will be notified of the decision from the Superintendent's office. **Once they receive approval notification from the Superintendent's office, the employee will enter their absence on Frontline Absence Management (if applicable).**

\* To use Personal Leave SWEA members will follow the process as defined in the bargaining agreement Article V.3.

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

First Day of Absence: \_\_\_\_\_ Last Day of Absence: \_\_\_\_\_ # of days \_\_\_\_\_

**TYPE OF LEAVE REQUESTED:**

- Employee Medical Leave of Absence
- Professional Leave
- Parental (Maternity/Paternity)
- Personal Day(s)
- Family Illness/Hospitalization
- Other (specify in description below)

Is a substitute required?  yes  no

Description of Leave Request:

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

Principal/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

- Approved
- Denied: Rationale: \_\_\_\_\_

RETURN COMPLETED FORM TO PAYROLL

Superintendent Signature: \_\_\_\_\_ Date \_\_\_\_\_

- Approved
- Denied: Rationale: \_\_\_\_\_