THOMPSON SCHOOL DISTRICT

APPENDIX O – PERSONAL LEAVE REQUEST FORM

Directions: Non-probationary teachers requesting a Leave of Absence (LOA) must complete and submit this form to Human Resources at least 30 days prior to the intended beginning date of the leave.

Name: _____ Date: _____

School(s): _____

Position(s): _____

Supervisor/Principal(s):_____

Beginning date of Leave: _____

Planned date of return: _____

Please state reason for leave:

☐ Military Leave _____

_____

_____

☐ Personal Leave _____

_____

_____

_____

☐ Teach Abroad _____

_____

_____

Employee Signature: _____

Human Resources Use Only

Date Received: _____

Approved By:_____ Date Approved: _____

BOE Packet Date: _____

Supervisor/Principal Notification Date: _____

Reason Request Denied: _____

_____