

HOOVER CITY SCHOOLS OTHER LEAVE REQUEST FORM

NOTE: This form is for the purpose of requesting and receiving approval for an absence from the classroom or office to participate in a meeting that cannot be classified as professional leave but is related to school business.

I request _____ day(s) "Other Leave" on the following date(s) _____

A substitute will be needed on the following date(s) _____

Explain the type or purpose of this meeting _____

If other expenses are being requested, please list these expenses and how they will be paid. _____

_____ On Site

_____ Off Site (Give Location) _____

Employee Name (Print)

Employee Signature

Date

_____ Approved

Principal Signature

Date

_____ Not Approved