

**HOOVER CITY SCHOOLS
ORGANIZATIONAL 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 an activity/meeting organized by a teacher union.

I request _____ day(s) of **Organizational Leave** on the following date(s):

_____ Substitute Required _____ No Substitute Required

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

Explain the purpose of this meeting _____

Employee Name (Print)

Employee Signature

Date

Principal Signature

Date

_____ Approved

_____ Not Approved

Central Office Administrator