



## REQUEST FOR A PERSONAL/UNPAID LEAVE OF ABSENCE LAKE STEVENS SCHOOL DISTRICT

**This form should be completed for all Personal and Unpaid Leave of Absence Requests in addition to the Request for Extended Leave of Absence Form.**

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Position: \_\_\_\_\_ Work Location: \_\_\_\_\_

Duration of Leave (Dates): From: \_\_\_\_\_ To: \_\_\_\_\_

Detailed Explanation of Reason for Request:

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My Principal/Supervisor has been notified of my intent to take a personal/unpaid leave of absence.

Employees Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Leave Approved       Leave Denied

Executive Director of HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_