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BUTLER COUNTY SCHOOLS
GREENVILLE, ALABAMA 36037

LEAVE FORM

To The Superintendent:

I was absent beginning _____, 20____, for a total of _____ days. The reason was: (Please check one.)

_____ a. Personal illness;

_____ b. Bodily injury which incapacitates the employee;

_____ c. Attendance upon an ill member of the immediate family (husband, wife, father, mother, son, daughter, brother, sister) of the employee, or a person standing in loco parentis;

_____ d. Death in the immediate family of the employee (husband, wife, father, mother, son, daughter, brother, sister, in-laws, niece, nephew, grandparents, grandchildren, uncles, and aunts;

_____ e. Exemption to general rule; (Where unusually strong personal ties exist, due to the employee having been supported or educated by a person of some relationship, such relationship shall be recognized for leave purposes. In each such case, the employee concerned shall file with the Butler County Board of Education a written statement of the circumstances which justify an exemption to the general rule.)

_____ f. Professional leave (workshops, clinics, etc.) or school business;

_____ g. Personal leave (two days per year allowed);

_____ h. Annual leave (twelve month employees);

_____ i. Personal reasons for which I do not expect pay;

_____ j. Field trips.

_____

Signature of Employee

Substitute's Name: _____ _____ Days

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