

SVSD Daily Leave Slip—Classified

Instructions:

- Only required when absence can't be entered in Skyward, when supporting documentation needs to be submitted or when Superintendent/Designee approval required.
- Barring emergency, forms must be submitted in advance for required approval.
- Employee must also enter absence in Absence Management.
- The column "Total Hours" needs to indicate the number of hours of leave requested.
- Leaves that span a month break must be submitted on two separate forms, one for each month impacted.
- Partial day leaves must indicate the date(s) and number of hours of leave per day.

Name _____ School or Dept _____

Position/Title _____

Account Code (release time only) _____

First day of leave (MM/DD/YYYY) _____ Last day of leave (MM/DD/YYYY) _____

If partial day, time(s) or period _____

Total Hours Numbers only	Type of Leave	Reason for Absence Do not leave blank
_____	Enter Bereavement, Release Time & Jury Duty in Skyward	
_____	Sick Leave (access current balance in Skyward; use form for new employees without sick leave loaded yet)	
_____	Personal Leave	
_____	Personal Emergency—Sup't/Designee Approval Required (see CBA for details)	
_____	Bereavement (for exceptions to CBA)	
_____	Other _____	

It is the employee's responsibility to ensure they have an adequate leave balance (check Skyward Employee Access) before making a request. If the request for leave is approved and it is later determined that the employee does not have an adequate available balance, any days taken will be processed as unpaid leave.

Employee Signature _____ Date _____

Employee: submit form to your supervisor for signature.

-----Supervisor Approval/Acknowledgement-----

Approve Deny Acknowledge (unpaid leave only)

Supervisor Signature _____ Date _____

-----Superintendent/Designee Approval Required for Personal Emergency Leave-----

Approve Deny Approval Signature _____ Date _____