

Calhoun County Schools LEAVE REQUEST FORM

Superintendent
Calhoun County Schools
P.O. Box 2084
Anniston, AL 36202

Certified

Support

NAME _____ **EMPLOYEE#** _____

I am requesting leave for the following day(s) with a **complete explanation** listed below:

Type of Leave Requested		DATE(S)
Sick Leave		
Personal Leave		
Extra Personal Leave *		
Legal Absence - Subpoena		
Legal Absence - Jury Duty		
School Paid **		
Other **		
Military Leave **		
Leave Without Pay **		
Unavoidable Cause **		

Leave Requests in bold need to be approved by Central Office.

* CERTIFIED PERSONNEL WILL BE DOCKED A CERTIFIED SUB RATE. ALL OTHERS WILL BE DOCKED AT NON-CERTIFIED SUB RATE.

** Explanation of Absence: _____

Principals, Directors and All Transportation

Annual Leave	
--------------	--

Person Requesting Leave	Date	School
-------------------------	------	--------

Principal/Immediate Supervisor:

<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	_____ <div style="display: flex; justify-content: space-between;"> Signature Date </div>
---	---

Superintendent:

<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	_____ <div style="display: flex; justify-content: space-between;"> Signature Date </div>
---	---