



**BEA 3-DAY - RECORD OF LEAVE**

Today's Date:

<b>Name:</b>
<b>Dept. or Bldg:</b>
<b>Position:</b>

**My LEAVE is from:** \_\_\_\_\_ **to:** \_\_\_\_\_

**According to the BEA Contract Article 9-C-1, check all that apply (all are required)...**

This is a personal business leave

This is the first time I used this leave during the current school year

These dates are not during the first five days of the school year or during the last five days of each semester

These dates are not during any testing dates and other critical school function days

These dates do not extend a vacation or holiday

\_\_\_\_\_  
Employee's Signature

**FOR SUPERVISOR USE:**

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Supervisor's Name and Title

\_\_\_\_\_  
Supervisor's Signature  
(Only required if BEA contractual criteria (above) is not met and approval is required)

**\*\*\* Send to HR Office for record keeping \*\*\***  
cc: Supervisor/Payroll/Benefits/Personnel File