



**UNION PUBLIC SCHOOLS
LEAVE REQUEST FOR PREVIOUS PAY PERIOD**

NAME _____ DATE _____
 POSITION _____ EMP ID# _____
 SUPERVISOR _____ SITE _____
 STARTING DATE _____ ENDING DATE _____ TOTAL # DAYS _____ TOTAL # HOURS _____

REASON FOR LATE SUBMISSION: _____

(CHECK ONE)

- SICK LEAVE FOR SELF
(See UCTA 4080 or USPA 5.02)
- SICK LEAVE FOR IMMEDIATE FAMILY RELATIONSHIP: _____
(See UCTA 4080 or USPA 5.02)
- EMERGENCY LEAVE
(Emergency Leave available only to Certified Teachers. See UCTA 4083)
- VACATION LEAVE
(See USPA 5.06)
- JURY DUTY/LEGAL LEAVE
(See UCTA 4084 or USPA 5.08)
- BEREAVEMENT OR FUNERAL LEAVE RELATIONSHIP: _____
(See UCTA 4087 or USPA 5.04 to confirm appropriate leave type.)
- PERSONAL LEAVE
(See UCTA 4088 or USPA 5.03)
- OTHER TYPE OF LEAVE _____

EXPLANATION (if necessary): _____

FOR HR USE ONLY

APPROVED*

NOT APPROVED

*Subject to leave balance availability as determined by Payroll, and Board Policy

Employee Signature

Supervisor/Administrator Signature

Human Resources

Payroll

This form is to be used only for absences submitted after Payroll's deadline for submission in Kronos or Aesop. Leave that is foreseeable is **required** to be submitted in advance of the Payroll period deadline. If submission prior to deadline is not possible or unusual circumstances exist, your request to designate leave after the pay period will be considered. Last updated 1/15.