

ABSENTEE FORM

Employees are required to have three days prior approval notice by each principal and department head before the employee will be granted permission to be absent on personal leave. Each employee may ask for approval of use of personal leave days in emergency situations with the approval of the principal and superintendent. The principal and superintendent must approve all professional leave days in advance.

EMPLOYEE NAME _____

EMPLOYEE NUMBER _____
 (Please refer to check stub)

POSITION _____

DATE OF REQUEST _____

I hereby request leave from my duties as indicated below:

Date Absent	Substitute Name	Type of Leave— (Sick, Personal, Professional, Vacation, Other)	Reason for Leave (Professional & Other Leave ONLY!)	Account Responsible for Substitute Pay (Professional & Other Leave Only)

Employee Signature

Principal/Director

Superintendent

Approved **Not Approved**