



**BEA REQUEST FOR SCHOOL BUSINESS LEAVE \***

Today's Date:

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

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

**Reason for School Business Leave ...**

Out of District - Conference, Training, or equivalent (PD credit handled separately)

In District - Training or equivalent (PD credit handled separately)

Extra Curricular Duty - explain \_\_\_\_\_

Schedule B or C Duty - explain \_\_\_\_\_

Out of District - Other \_\_\_\_\_

In District - Other \_\_\_\_\_

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

\_\_\_\_\_  
**Supervisor's Signature**  
Is the final approver, if the request falls within the building supervision role.

**FOR HUMAN RESOURCES USE (only required if request is for district-wide role):**

**Approved**

**HR Comments:** \_\_\_\_\_

**Not Approved**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Assistant Superintendent of HR - Signature

\_\_\_\_\_  
Date

cc: Supervisor / Payroll / Benefits / Personnel File

\* If School Business Leave was requested/directed by a supervisor or the Central Office, this form is not required