



**BEA** REQUEST FOR **LONG-TERM** LEAVE

Today's Date:

Name:
Dept. or Bldg:
Position:

I request a LEAVE from: \_\_\_\_\_ to: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Childcare Leave - FMLA</b> (Article 9, C-4)<br><input type="checkbox"/> <b>*Bereavement</b> - beyond contractual (Article 9, D)<br><input type="checkbox"/> <b>*Jury Duty</b> (Article 9, E)<br><small>* Approval is not needed within contractual allowances - notify Principal/Supervisor &amp; enter absence directly into Frontline</small><br><input type="checkbox"/> <b>Sabbatical leave</b><br><input type="checkbox"/> <b>Medical</b> (Article 9, G-1) | <input type="checkbox"/> <b>Childcare Leave - unpaid</b> (Article 9, G-2)<br><input type="checkbox"/> <b>Exchange Teachers - unpaid</b> (Article 9, G-3)<br><input type="checkbox"/> <b>Educational Leave - unpaid</b> (Article 9, G-4)<br><input type="checkbox"/> <b>General Leaves - unpaid</b> (Article 9, G-5)<br><input type="checkbox"/> <b>Military Leave - unpaid</b> (Article 9, G-6)<br><input type="checkbox"/> <b>Other:</b> |
|---|---|

Is this a Family Medical Leave Request (FMLA)? YES  NO

If this is a request for Family Medical Leave and you qualify for FMLA leave, we will forward FMLA forms to you via email: \_\_\_\_\_

Email Address

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

\_\_\_\_\_  
Supervisor's Signature (receipt acknowledgment, not approval)

**FOR HUMAN RESOURCES USE:**

<input type="checkbox"/> <b>Approved</b>  <input type="checkbox"/> <b>Not Approved</b>	<b>HR Comments:</b> _____ _____ _____ _____
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\_\_\_\_\_  
Assistant Superintendent of HR - Signature

\_\_\_\_\_  
Date

cc: Supervisor / Payroll / Benefits / Personnel File