



Northshore  
School District

## Human Resources

# PAID LEAVE REQUEST

3330 Monte Villa Parkway  
Bothell, WA 98021-8972  
Confidential and Secure Fax:  
1-866-404-1841

### EMPLOYEE INFORMATION:

☐ **Bus Driver**☐ **Custodian**☐ **Food Service**☐ **Bus Mechanic**☐ \_\_\_\_\_

Name \_\_\_\_\_ Employee ID # \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

Location \_\_\_\_\_ Position/Job Title \_\_\_\_\_

Date Leave is to Start \_\_\_\_\_ Date of Anticipated Return to Work \_\_\_\_\_

### TYPE OF ABSENCE REQUESTED

☐ Personal☐ Bereavement☐ Jury Duty☐ Vacation (if applicable)☐ Other: \_\_\_\_\_

### ADDITIONAL INFORMATION (if required)

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

### Manager Approval

☐ **Approved**☐ **Rejected**

Comments:

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

The purpose of the Time Off is to provide employees with flexible paid time off from work that can be used for personal needs. It should always be scheduled as early as possible in advance, according to department policy, and must have supervisory approval. The District's goal is to reduce unscheduled and the need for supervisory oversight.

Unapproved/Unscheduled incidence may result in disciplinary action