



Coleman ISD

*Holiday/Extended
Leave Approval
Form*

Leave Approval Form

- Leave taken on the last workday before or first workday after a school holiday requires direct written prior approval from your supervisor/principal.
- Leave extending 3 days or more requires direct written prior approval from your supervisor/principal
- Leave approval Form must be completed by employee and supervisor and turned in to campus office **BEFORE** leave is taken.
- Leave will be approved at the discretion of your supervisor/principal and may require proof of need for absence (dr. note, etc.)

Employee Name: _____

Campus: _____

Supervisor Name: _____

Requested Leave Dates: _____

Reason for Leave: _____

Employee Signature

Date of Request

To be completed by Supervisor

Approved _____

Not Approved _____

Supervisor Signature

Date of Approval