

**THE SOMERSET HILLS SCHOOL DISTRICT**  
**Request for Temporary UNPAID Leave of Absence**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Position: \_\_\_\_\_ School: \_\_\_\_\_

I request permission to be absent on the following day(s) and date(s) UNPAID:

Circle appropriate days:      Monday      Tuesday      Wednesday      Thursday      Friday

DATE(S): \_\_\_\_\_

REASON: \_\_\_\_\_

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

*Employee signature:* \_\_\_\_\_

Approved  Denied \_\_\_\_\_ Date: \_\_\_\_\_

*Supervisor/Principal signature*

Approved  Denied \_\_\_\_\_ Date: \_\_\_\_\_

*Superintendent signature*

**Employee requesting a leave:** Keep a copy of this request for your records. Submit the request to your Supervisor/Principal.

**Supervisor/Principal:** Submit this request to the Superintendent's Office.

*Submission may be paper copy or email, but must contain all required signatures prior to sending to the Superintendent.*

Once the request is approved or denied, a copy of this form will be returned to the employee.

ARTICLE VII  
TEMPORARY LEAVE OF ABSENCES

- C. OTHER TEMPORARY LEAVES OF ABSENCE  
Upon the request of the employee, temporary leaves of absence other than those specified in Sections A and B of this article may be granted by the Superintendent.  
When granted they shall be without pay, except in extraordinary circumstances and with the approval of the Board. The decision to grant or deny said leave shall not be arbitrable.
- D. PROCEDURE  
Requests for the approval of temporary leaves of absence shall be made by the employee to the Superintendent of Schools through the building Principal at least 24 hours in advance. In emergency situations, the 24 hour notice shall be waived provided such notices shall be given as soon as practicable.