Support Staff Pre-arranged Absence Day Request Form

Article 18 Paid Leave, C. Prearranged Absence:

"Any staff member wanting to use a pre-arranged absence day must receive prior superintendent approval for days that include:

- *Scheduled professional days*
- *Association business*
- *Extending a vacation or holiday*
- *Requesting consecutive prearranged absence of 3 days or more*

Employees who are absent for three (3) or more consecutive days must provide reasonable documentation of the need for annual leave within fifteen (15) days of a request by the employee's supervisor."

Employee Name: _____

I am requesting a pre-arranged absence day for the following date(s):

_____

Reason for absence: _____

_____

_____

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date

☐ Prearranged Absence Day Request Approved

☐ Prearranged Absence Day Request Not Approved

Reason for Denial: _____

_____ _____

Superintendent Signature Date