Support Staff Occasional Unpaid Absences (One Day or Less) Request Form

Employee Name: _____

I am requesting an unpaid for the following date(s):

_____

Article 16, Section D:

"Unpaid time off for single-day absences may only be used when all available paid leave has been exhausted. Employees are expected to maintain regular attendance, and the use of unpaid time off shall be limited to unanticipated or emergency circumstances.

Requests for unpaid absences of one (1) day or less must be made in writing to the employee's immediate supervisor at least five (5) working days in advance, if possible. In the case of a legitimate emergency or unavoidable situation, employees may submit the request with less notice, and such requests will be considered on a case-by-case basis.

The request will be forwarded to the Superintendent or designee for consideration. Approval is at the sole discretion of the Superintendent or designee.

Repeated use of unpaid absences outside of approved leave under this Article may be considered excessive absenteeism and subject to disciplinary action."

Reason for Unpaid Leave: _____

_____

_____

_____

_____

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date

☐ Unpaid Request Approved ☐ Unpaid Request Not Approved

_____ _____

Superintendent Signature Date

Updated 09/08/2025