



# BEA REQUEST FOR SCHOOL BUSINESS LEAVE \*

Today's Date:

Name:
Dept. or Bldg:
Position:

Prior to requested leave date(s), how many of the following leave days have been/will be taken in the current school year? School Business\*\*: \_\_\_\_ Other: \_\_\_\_

**My LEAVE is from:** \_\_\_\_\_ **to:** \_\_\_\_\_

### Reason for School Business Leave ...

Out of District - Conference, Training, or equivalent (PD credit handled separately)

In District - Training or equivalent (PD credit handled separately)

Extra Curricular Duty

Reason Detail: \_\_\_\_\_

Schedule B or C Duty

\_\_\_\_\_

Out of District - Other

\_\_\_\_\_

In District - Other

\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature  
\*\*If this request places the total School Business days at more than three (3) for the current school year, approval must be granted by the Superintendent or designee first.

**FOR HUMAN RESOURCES USE (only required if request is for district-wide role or on a restricted day):**

**Approved**      **HR Comments:** \_\_\_\_\_

**Not Approved**      \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Assistant Superintendent of HR - Signature

\_\_\_\_\_  
Date

cc: Supervisor / Payroll / Benefits / Personnel File

\* If School Business Leave was requested/directed by a supervisor or the Central Office, this form is not required