



Walla Walla Public Schools

Developing Washington's Most Sought-After Graduates

Human Resources
364 S. Park Street
Walla Walla, WA 99362
(509) 527-3000
www.wwps.org

Name _____ Today's Date _____

Building/Dept. _____ Substitute Needed: ☐ Yes ☐ No

Total Number of days requested _____ Date(s) of Leave _____

Please refer to your bargaining unit contract (if applicable) for specific language regarding various leave requirements.

TYPE OF LEAVE

☐ **Personal** (ONLY needs Principal/Supervisor approval) - Date(s) of Leave _____

☐ **Incentive** (ONLY needs Principal/Supervisor approval) - Date(s) of Leave _____

☐ **Longevity** (ONLY needs Principal/Supervisor approval) - Date(s) of Leave _____

☐ **Bereavement** (ONLY needs Principal/Supervisor approval) Relationship to deceased : _____

☐ **Emergency** (from available sick leave) Reason: _____

☐ **Jury Duty** (Attach "Certificate of Jury Service" – *available from County Clerk*)

☐ **Other** (please give specific reason): _____

Employee Signature

Date

PRINCIPAL/SUPERVISOR RECOMMENDATION

☐ YES

NO ☐

Principal/Supervisor understanding with employee: _____

Principal/Supervisor Signature

Date

HUMAN RESOURCES DECISION (**Unearned Leave only**)

APPROVED: ☐ YES

NO ☐

Number of days approved _____

Comments _____

HR Administrator Signature

Date

The Walla Walla School District is an Equal Opportunity Employer and complies with all requirements of the ADA.

Revised 12/25