CONFIDENTIAL CONFIDENTIAL

South San Francisco Unified School District

ADVANCE REQUEST FOR PERSONAL NECESSITY LEAVE

Note: The request for leave taken under the Collective Bargaining Agreement, Article 14, Section G, must be submitted five working days in advance. A maximum of seven days may be granted per year.

_____ _____

Employee's Name (please print) School

I hereby request permission to use _____ day(s) of my accumulated sick leave for a Personal Necessity. If approved, I will be on leave from _____ through _____.

Reasons for Advance Request:

__ E. Court appearance other than as a litigant against the District or in a position adverse to the District.

__ F. Observance of religious holiday(s) of my faith. (Please explain.)

_____

__ G. Paternity leave for a father before, after or at the time of the birth of his child.

__ H. Adoption of a child.

_____ _____

Employee's Signature **Date Submitted**

The above request has been reviewed and is____ is not____ recommended for approval. Reason for rejection of leave _____

_____.

_____ _____

Signature of Principal/Immediate Supervisor **Date**

The above request has been reviewed and is____ is not____ approved.

Reason for rejection of leave _____

_____.

_____ _____

Signature of Assistant Superintendent, Personnel **Date**

Instructions: Complete in triplicate and forward to the Personnel Office. Employee is to receive a copy of this notification signed by the Assistant Superintendent, Personnel, prior to taking this leave. If at all possible, employees should avoid taking leave for Pressing Personal Business on Monday, Friday, or days preceding or following a holiday.

(11/94)