WCUUSD UNPAID LEAVE – REQUEST or REPORT

Employee _____ Date _____

Note to employee: All unpaid leave will be deducted from your contract pay. Payroll will provide a pay reconciliation sheet for your awareness of this financial change including any summer pay adjustment. If a VSTR contributor, your days of service will also be adjusted.

Check the box that applies:

☐ **REQUESTING UNPAID LEAVE:**

Reason:

- ☐ Professional Leave Details: _____
- ☐ Unpaid Leave Details: _____
- ☐ Other Details: _____

From _____ To_____ Return to Work Date _____

If not a full day, provide START _____ and END _____ times.

Total Number of UNPAID Hours or Days **requested**_____

☐ **REPORTING UNPAID LEAVE:**

Reason: _____

From _____ To_____ Return to Work Date _____

If not a full day, provide START _____ and END _____ times.

Total Number of UNPAID Hours or Days **reported**_____

SIGNATURE & DATE:

Employee: _____ Date _____

Supervisor: _____ Date _____

Superintendent: _____ Date _____

Date Rec'd by HR_____ Date Rec'd by PR_____ Date Pay Recon Sent_____