



REQUEST FOR LEAVE

Type of Leave Requested:

- Vacation
(Classified employees only; prior approval required)
- Personal Necessity
- School Business
(submit form five days in advance of event)
- Personal Reasons
(leave without pay may have a negative affect on retirement service credit)

Employee Information:

Employee Name: _____ Site: _____

Employee Signature: _____ Date: _____

Requested Leave Dates: From _____ Through _____ Total Days/Hours: _____

Reason for Personal Necessity Leave (as specified by contract language referenced on reverse side):

Reason for School Business Leave:

Substitute Needed? Yes No

Bill to: _____

Budget Number: _____

Supervisor Recommendation:

Leave Approved? Yes No

Supervisor Signature: _____ Date: _____

Request for Personal Reasons (Unpaid) Leave:

Please submit a separate written request to the Human Resources administrator. Include the beginning date, ending date, and specific reason(s) for the leave of absence.

Request for Leave Form Procedures

Vacation Leave

- Classified employees only
- Use to schedule vacation time and receive supervisor's approval prior to the beginning date
- Original form to remain at work site

Personal Necessity Leave

- All Employees should refer to their bargaining unit contract for specific, expanded language regarding the use of Personal Necessity Leave
- Certificated Employees: stated reason required for use of days 7-10, or use of more than 4 consecutive days
- Classified Employees: to be used for personal or professional need, not for recreational purposes, vacation travel, or that which is related to activity for which the employee may receive additional remuneration
- Original form to remain at work site

School Business

- Use to request school business leave and receive supervisor's approval prior to the date
- Original form to remain at work site

Personal Reasons (Unpaid)

- All Employees should refer to their bargaining unit contract for specific, expanded language

Reporting of Absences

Vacation, Personal Necessity, School Business

- All Certificated and Classified Employees must report all absences, including all partial-day absences
- If you do not report absences through the Absence Management System, you must complete a Report of Absence of Personnel (PB8) form