

Request for Absence for Annual and Personal Reasons, Notification of Absence for Sick Leave

INSTRUCTIONS:

- 1. This request must be filed and approval granted for all authorized Annual and Personal Reasons. In the case of an emergency, this form must be submitted for record purposes immediately upon return.
2. Approval for Annual and Personal Reasons Leave is at the discretion of the Principal/Department Head and does not require approval by Human Resources except as stated in School Board Regulation 4-47.1.C. Schools and Departments will maintain copies of the forms.
3. This form is to be used to request leave for religious purposes. Once approved, a copy is forwarded to the attention of the Compliance Section in the Department of Human Resources.
4. When used for Sick Leave, this form may be submitted in advance as notification of the need to be absent. Sick Leave used to care for a family member must include the relationship of the family member.

Name: _____ WISE Number: _____
School: _____ Position: _____
Dates & hours of Absence(s): _____ Total Number of Hours: _____
Type of Leave: _____ Annual _____ Personal Reasons _____ Sick
_____ Family Sick - **Must Note Family Member: _____ Spouse _____ Parent _____ Grandparent
_____ Child _____ Sibling _____ In-Law _____ Other Relative Living in Your Home
Signature: _____ Date: _____

Approved: _____ Disapproved: _____ _____ Date _____ Cabinet Member/Principal/Department Head

CANCELLATION OF APPROVED LEAVE (To be used only when approved Leave is Cancelled)

INSTRUCTIONS:

The employee is responsible for returning his or her copy of approved leave through the appropriate channels for approved leave to be cancelled. No cancellation will be made except as authorized by this form.

I hereby make notice to CANCEL approved leave for the following dates: _____

Type of Leave Cancelled: _____ Number of Hours Cancelled: _____

Signature of Applicant _____

Date of Cancellation Request _____

Approved: _____ Disapproved: _____ _____ Date _____ Cabinet Member/Principal/Department Head