

GLENDALE SCHOOL DISTRICT #77
EMPLOYEE LEAVE REQUEST

Employee Name (please print) _____ School _____ Date _____

Request to be absent for the following reason:

- | | | |
|---------------------------|-------------------------|---------------------|
| [] Sick Leave | [] Paid Personal Leave | [] Vacation |
| [] Bereavement | [] Jury Duty | [] Emergency Leave |
| [] Unpaid Personal Leave | [] Other _____ | |
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SICK LEAVE: Unless otherwise negotiated, sick leave by law is for personal illness of employee only. The "request" should be filed with the principal upon return to work or by the payroll cut-off date each month.

PERSONAL LEAVE: Personal leave will be granted in advance by the building principal.

VACATION: 12-month employees may request vacation after one (1) year of continuous employment.

BEREAVEMENT: Entitles employee absence with pay in the event of the death of a family member (as described in contracts.)

Date of absence: _____ Total hours/days absent: _____

If required, please explain reason for this absence: _____

[] Posted to employee account _____

Employee Signature

PRINCIPAL'S APPROVAL

The above request is:

- [] Approved [] Disapproved

Signed _____ Date _____

Comments: _____

DISTRICT OFFICE APPROVAL

The above request is:

- [] Approved [] Disapproved

Signed _____ Date _____

Comments: _____

Please complete this form and give it to the building principal. All copies will be sent to the district office for distribution.