



Employee Request for Leave Form

Teachers / Staff who are absent due to personal leave, vacation, jury duty, professional leave such as field trips, professional development workshops / conferences, etc... are required to complete this form. It is suggested that forms be turned in five days before a scheduled absence. Once the form is completed, please forward to the designated person in school and central offices. The purpose of this form is to show the need for the leave being requested and any associated planning or funding.

Employee Name _____ School / Site _____

Dates of Absence(s) _____ Substitute Needed? ___ YES ___ NO

Type of Requested Leave

- Vacation Day (12 month employees only)
- Personal Leave
- Professional Leave _____
- Professional Development _____

_____ REGISTRATION TO BE PAID BY CENTRAL OFFICE (Greater than \$50. Attach invoice. Must have 10 days notice.)

_____ REGISTRATION TO BE PAID BY SCHOOL

_____ REGISTRATION TO BE PAID BY EMPLOYEE AND REIMBURSED WITH OTHER EXPENSES

_____ LODGING REQUIRED _____ MILEAGE _____ MEALS

_____ OTHER (specify) _____

ANY EXPENSES TO BE REIMBURSED MUST BE TURNED IN ON THE EXPENSE REPORT WITH ITEMIZED RECEIPTS AND A COPY OF THIS FORM.

Funding – To Be Completed by School Office Staff

- Title I Funds
 - Title I- Central Office Federal Funds
 - Title I - Local School Allocation
- Title II Funds
 - Title II - Central Office Federal Funds
 - Title II - Local School Allocation
- Title III EL Funds
- Title VI Funds (GHS only)
- IDEA B (Special Education) Funds
- State Professional Development Funds
- Career Tech Funds
- Technology Funds
- Other _____

EMPLOYEE SIGNATURE

DATE

ADMINISTRATOR / PRINCIPAL SIGNATURE

DATE

FUNDING ADMINSTRATOR SIGNATURE

DATE

CENTRAL OFFICE USE

PERMISSION GRANTED

PERMISSION DENIED