

 **Employee Leave Request Form**

 **Employee Requesting Leave:**

 **Today’s Date:** Click or tap to enter a date.

 **Date(s) Leave Requested:** Click or tap to enter a date. Click or tap to enter a date. Click or tap to enter a date. Click or tap to enter a date. Click or tap to enter a date.

 **Leave Type:** [ ]  **Sick** [ ]  **Vacation** [ ]  **Personal** [ ]  **Professional** [ ]  **Bereavement** [ ]  **No Pay**

 [ ]  Attached Schedule- Include prep, duties, special events, etc.

 Hours:

 Description Click or tap here to enter text.

[ ]  I will be leaving the building with a school vehicle and have emailed Trevor Van Tilburg so he can schedule one. one.

 Please remember to fill this form out any time you will be leaving the building.

Administrative Purposes Only

Administrative Authorization Signature: Click or tap here to enter text.Click or tap here to enter text.

Substitute: Click or tap here to enter text.