

La Crescent- Hokah ISD #300

Leave of Absence Request

Employee Instructions:

Please complete this form and submit to School Principal for School Board Review.

Specifics of the leave including requesting use of sick leave, personal leave and unpaid leave will be determined once all requested documents are received and reviewed and should not be included in this request.

A Leave that is Board approved is considered Tentative and will not become official until all required documents are submitted and reviewed.

Name:

Position:

Leave Reason:

Duration of Leave:

Employee Signature:

Date