



# Grand View School

Home of the Chargers

## ***Request For Leave Form***

This form must be filled out for any absence from work. Personal leave is a period of time a teacher may use to attend to pressing business and family matters which cannot be scheduled during non-duty hours. Personal leave cannot be taken immediately before or after a holiday, vacation, or professional day except as may be approved by the principal. A completed leave form for the intended personal leave day, stating the purpose of the leave, shall be submitted at least twenty-four (24) hours prior to commencement of the leave day to the building principal.

Personal leave shall not be cumulative from one school year to another. It cannot be taken for the following:

- A. *to seek other employment*
- B. *to perform services for compensation outside the school district*
- C. *for entertainment, recreation or vacation*

Name of person making request: \_\_\_\_\_

Leave date requested: \_\_\_\_\_

Purpose of leave: \_\_\_\_\_

**Type of Leave Requested:** Check only one

- Sick*
- Personal*
- Professional (School Activity, Conference)*
- Bereavement Non-Family*
- Bereavement Family. If Family, what relationship?* \_\_\_\_\_

All day?       Yes       No

If not all day:    Expected departure time: \_\_\_\_\_    Expected arrival/return time: \_\_\_\_\_

Date submitted: \_\_\_\_\_

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Authorized Administrator's Signature*