

SOUTHWEST PARKE COMMUNITY SCHOOL CORPORATION
REQUEST FOR LEAVE OF ABSENCE FORM

1. All requests for a leave of absence must be submitted in writing and require the approval of the immediate supervisor and the appropriate Central office Administrator.
2. Unpaid leave of absence require approval prior to the start of leave and are granted in accordance with Board Policies and the Master Contract.
3. Paid leaves of absence are granted in accordance with Board Policy and the Master Contract.

Please check the appropriate space.

☐ Bereavement Leave (give name, address, & relationship of deceased to employee)

☐ Jury Duty Leave

☐ Personal Business Leave

☐ Corporation Business Leave

☐ Other (Specify) _____

Date(s) requested _____ ☐ Half Day ☐ AM ☐ PM ☐ Full Day _____

Reason or explanation of request _____

(Employee's Signature)

(Date)

Immediate Supervisor's

Date

Recommend ☐ Approval ☐ Denial

Central Office Administrator

Date

Recommend ☐ Approval ☐ Denial