

LEAVE REPORT

Any verbal approval for absence is tentative and cannot be considered as definite until this written request is completed and approved.

Employee: _____ Date: _____

Position (PA, Teacher, 1:1 PA) and Building: _____

*Day(s) & Date(s) of requested absence: _____

*M, T, W, Th, F

Reason for absence: _____

REQUEST FOR LEAVE - I request this absence be considered as:

_____ Vacation _____ Deduction of pay for _____ days.

_____ Personal Business Day _____ Other (specify) _____
(Cannot be used the day preceding or following a holiday)

Signature of Employee / Date

Signature of Supervisor / Date

Approved* Not Approved

*Pending Availability of Requested Days

Signature of Executive Director / Date

To Be Completed By Payroll Office:

After subtraction of the above listed time, your balance is:

Business/Personal Day _____ Vacation Days _____

Day(s) Not Available _____ (Automatic Denial)**

**If employee does not have the time coming, there will be an automatic denial and copies will be returned to the Employee, Supervisor and Business Manager.

cc: Receptionist NOTE: Receptionist will mark calendar and forward copy to employee.