

\_\_\_\_\_ **School**  
Employee Leave Request

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

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date(s) of requested absence: \_\_\_\_\_  Full Day or  AM  
 PM

Please check type of leave:

- Sick Leave
- Personal Leave
- Professional Leave (attach completed Professional Leave Request w/ documentation)
- Jury Duty (attach documentation)
- Other (explain) \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

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Leave/Substitute Confirmation

Substitute scheduled: \_\_\_\_\_

**Signatures:**

Permanent Substitute: \_\_\_\_\_

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

Bookkeeper: \_\_\_\_\_

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

Principal: \_\_\_\_\_

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

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