

Staff Member \_\_\_\_\_  
 Substitute Required \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Substitute Name \_\_\_\_\_

Today's Date \_\_\_\_\_



# LEAVE REQUEST FORM

To be completed by all staff members for **all absences**.  
 Requests for **VACATION / PERSONAL DAY** must be approved 24 hours in advance.

\_\_\_ Elem \_\_\_ JH \_\_\_ HS \_\_\_ Nutrition \_\_\_ Other

**Date(s) Requested or Date(s) Absent**  
 \_\_\_\_\_

**Total Number of Days** \_\_\_\_\_  
 \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. \_\_\_\_\_ all day

**Reason for absence (unless personal):**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Check leave that applies:**

- Personal Leave
- Vacation
- Sick (Check one-complete backside for family)  
 \_\_\_ Self \_\_\_ Family
- School Business
- Funeral (complete backside)
- Pay Deduction
- Holiday (year-round only)  
Independence Day      Labor Day  
 Thanksgiving Day      Christmas Day  
 New Year's Day      Memorial Day
- Other

Employee Signature \_\_\_\_\_

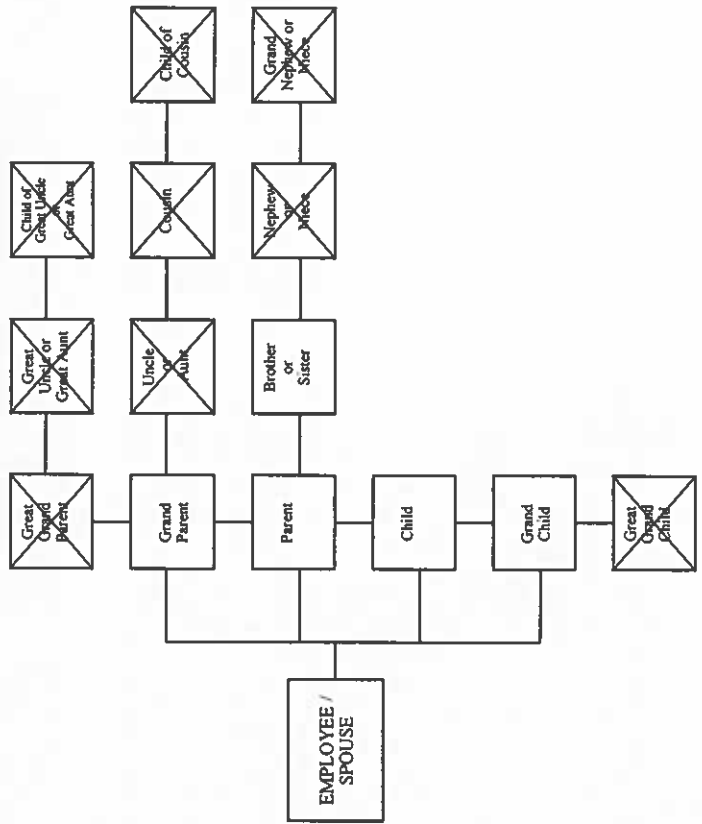
Administrator's Approval \_\_\_\_\_

..... **SUBSTITUTE INFORMATION** .....

Date \_\_\_\_\_ Sub Signature \_\_\_\_\_  
 Date \_\_\_\_\_ Sub Signature \_\_\_\_\_  
 Date \_\_\_\_\_ Sub Signature \_\_\_\_\_  
 Date \_\_\_\_\_ Sub Signature \_\_\_\_\_  
 Date \_\_\_\_\_ Sub Signature \_\_\_\_\_

# CONSANGUINITY CHART FOR BEREAVEMENT LEAVE

Bereavement absence request for: \_\_\_\_\_



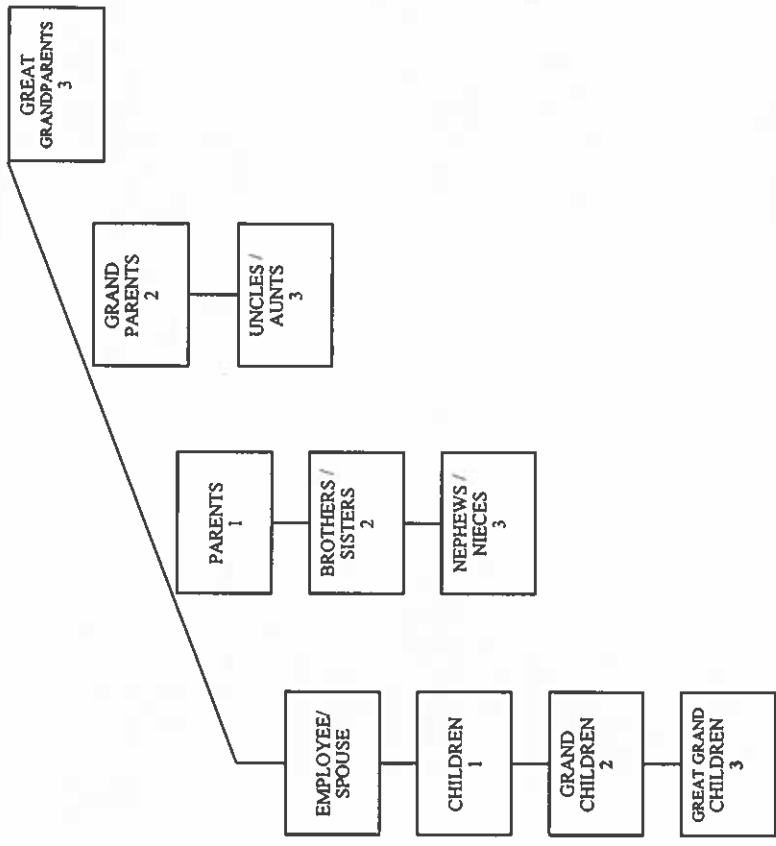
**FOR THE DEATH OF:**

SPOUSE OR CHILD	Maximum 7 days
PARENTS OR SPOUSES' PARENTS	Maximum 5 days
ALL OTHER: GRANDCHILDREN SISTER BROTHER GRANDPARENTS SPOUSE'S SISTER SPOUSE'S BROTHER SPOUSE'S GRANDPARENT	Maximum 3 days

*In the case of death of any other relatives or close friends, one (1) day shall be granted for the attendance at the funeral. However, if an employee wishes to use additional Bereavement leave for other relatives or close friends, any remaining unused personal business leave must be utilized for such purpose first then one (1) additional Bereavement day will be granted per occurrence thereafter. Bereavement leave is not accumulative.*

# CONSANGUINITY/AFFINITY CHART FOR FAMILY SICK LEAVE

Family sick absence request for: \_\_\_\_\_



**NOTE:**  
 Family includes third degree of consanguinity or affinity to the second degree.  
 Consanguinity is family by blood-relation.  
 Affinity is family related by marriage.