



## REQUEST FOR LEAVE

### Type of Leave Requested:

- Vacation  
 (Classified employees only; prior approval required)
- Personal Necessity
- School Business  
 (submit form five days in advance of event)
- Personal Reasons  
 (leave without pay may have a negative affect on retirement service credit)

### Employee Information:

Employee Name: \_\_\_\_\_ Site: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Requested Leave Dates: From \_\_\_\_\_ Through \_\_\_\_\_ Total Days/Hours: \_\_\_\_\_

### Reason for Personal Necessity Leave (as specified by contract language referenced on reverse side):

### Reason for School Business Leave:

Substitute Needed?     Yes     No

Bill to: \_\_\_\_\_

Budget Number: \_\_\_\_\_

### Supervisor Recommendation:

Leave Approved?     Yes     No

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Request for Personal Reasons (Unpaid) Leave:

Please submit a separate written request to the Human Resources administrator. Include the beginning date, ending date, and specific reason(s) for the leave of absence.

## **Request for Leave Form Procedures**

### Vacation Leave

- Classified employees only
- Use to schedule vacation time and receive supervisor's approval prior to the beginning date
- Original form to remain at work site

### Personal Necessity Leave

- All Employees should refer to their bargaining unit contract for specific, expanded language regarding the use of Personal Necessity Leave
- Certificated Employees: stated reason required for use of days 6-10, or use of 4 or more consecutive days
- Classified Employees: to be used for personal or professional need, not for recreational purposes, vacation travel, or that which is related to activity for which the employee may receive additional remuneration
- Original form to remain at work site

### School Business

- Use to request school business leave and receive supervisor's approval prior to the date
- Original form to remain at work site

### Personal Reasons (Unpaid)

- All Employees should refer to their bargaining unit contract for specific, expanded language

## **Reporting of Absences**

### Vacation, Personal Necessity, School Business

- All Certificated and Classified Employees must report all absences, including all partial-day absences
- If you do not report absences through the Absence Management System, you must complete a Report of Absence of Personnel (PB8) form