

SOUTH WHIDBEY SCHOOL DISTRICT #206

PRE-ARRANGED REQUEST for LEAVE

Any planned absence that will utilize paid or unpaid leave or vacation days must have approval from both the Principal/Supervisor and the Superintendent prior to the absence.

To request a leave of absence, the employee must complete this request form and submit the form to their Principal/Supervisor. Principal/Supervisor and the Superintendent will each review and approve or deny the request. Employee will be notified of decision. If applicable, upon approval, the employee shall enter their absence on Substitute Online after they receive notification of approval from the Superintendents office.

Employee Name: _____ Position: _____

First Day of Absence: _____ Last Day of Absence: _____

of days _____ OR # of hours _____ OR FTE _____

TYPE OF LEAVE REQUESTED:

- Employee Medical Leave of Absence
Parental (Maternity/Paternity)
Family Illness/Hospitalization
Professional Leave
Personal Day(s)
Other (specify in description below)

Is a substitute required? yes no

Description of Leave Request:

Employee Signature _____ Date _____

Principal/Supervisor Signature _____ Date _____

- Approved
Denied: Rationale: _____

RETURN COMPLETED FORM TO PAYROLL

Superintendent Signature: _____ Date _____

- Approved
Denied: Rationale: _____

DISTRICT OFFICE ONLY

PAYROLL/BUDGET IMPLICATIONS:

- Paid Leave of Absence Type _____ Unpaid Leave of Absence
Other (specify): _____

Date Employee Notified: _____ Board Report _____