

[] Support

I am requesting leave for the following day(s) with a **complete explanation** listed below:

TYPE OF LEAVE REQUESTED		DATE(S)
Sick Leave*		
Personal Leave		
Extra Personal Leave**		
Unavoidable Cause ***		
Legal Absence - Subpoena		
Legal Absence - Jury Duty		
Military Leave		
Leave Without Pay ***		
School Paid ***		
Other		

****CERTIFIED PERSONNEL WILL BE DOCKED A CERTIFIED SUB RATE. ALL OTHERS WILL BE DOCKED AT NON-CERTIFIED SUB RATE.**

***Explanation of Absence: _____

Principals, Assistant Principals and 12 Month Employees

Annual Leave	
--------------	--

School

Date _____

Date _____