

Leave and Substitute Request Form

Rules for Annual Leaves

*Every eligible employee may use annual leave for any combination of illness, doctors' appointments, family business, childcare, or other personal needs. The District urges employees to use professional judgment in taking these days for reasons other than illness, medical appointments, or family emergency. Annual leave days are not vacation days and employees should not view them as such. They are in place in case of illness, emergency, or personal needs.

*Use of annual leave for reasons other than illness, medical appointment, or family emergency is limited to two days per month, and leaves must be approved by the employee's immediate supervisor one week in advance. Exceptions to this five day period may be given by a supervisor. Annual leave day usage is subject to availability of substitutes.

***Restrictions:** Annual leave (with the exception of a verifiable illness or emergency) may not be used in conjunction with a scheduled school holiday, within two weeks of the beginning or end of the school year by district instructional staff and may not be taken during Parent/Teacher conferences on an inservice day. Any exception requires approval of the superintendent.

Employee Name _____

Dates of Request/Absences _____ **Total number of days:** _____

Type of Leave (circle one)

Annual (Illness) **Annual (Personal)** **Professional** **Coaching** **Other**

If Professional or Other, state activity: _____

Fill out a PO online if you need any registrations, meals or reservations that require funding.

Will you need a substitute: YES NO Specific Request: _____

All Day _____ **AM only** _____ **PM only** _____ **Other** _____

What time does substitute need to report: _____

What hour is your planning (secondary only): 1 2 3 4 5 6 7

Duty Information (What duties do you have?) _____

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____

Superintendent Initial _____