

Request for Business Leave

(top portion to be filled out by employee)

Name: _____

Date of Request: _____

Date(s) of Leave: _____

Reason for Leave (required):

Employee's signature

Prior Approval from Principal: YES NO

Principal's signature

(Employee must fill out, print, and sign this form, and then turn it in to the building principal)

TO BE FILLED OUT BY SUPERINTENDENT

This request for business leave is in compliance with the Leave Agreement and is hereby granted **with no salary deduction**.

This request for business leave is in compliance with the Leave Agreement but is the second business leave day requested **requiring a salary deduction equal to the current amount paid to a substitute teacher**.

This request for business leave is not in compliance with the Leave Agreement but is hereby granted by waiver **requiring a salary deduction equal to the current amount paid to a substitute teacher**.

This request for business leave is not in compliance with the Leave Agreement and is hereby denied.

Date: _____

Superintendent's signature