

**SECTION 1**

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Name: \_\_\_\_\_ Type of leave requested: \_\_\_\_\_ With Pay \_\_\_\_\_

Without Pay \_\_\_\_\_

Date(s) leave requested: \_\_\_\_\_ Length of leave requested: \_\_\_\_\_

Explain why leave is requested (attach additional information if necessary).

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signature of staff member: \_\_\_\_\_

**SECTION 2**

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Date request received by principal: \_\_\_\_\_

Action: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Signature of principal and date of approval

Signature of principal and date of denial

If request is denied explain the denial: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The staff member has the prerogative of appealing a denial by the immediate supervisor or principal to the superintendent of schools.

**SECTION 3**

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Date request received by Central Office: \_\_\_\_\_

Action: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Signature of District Admin. and date of approval

Signature of District Admin. and date of denial

If request is denied explain the denial: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_

**SECTION 4**

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Date request received by superintendent: \_\_\_\_\_

Action: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Signature of Supt. and date of approval

Signature of Supt. and date of denial

If request is denied explain the denial: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_

## **Leave Request Form Completion**

- Step 1: Staff member completes Section 1 requesting personal or retirement leave and forward via email to building principal.
- Step 2: Building principal completes Section 2 and forwards via email to appropriate Central Office administrator.
- Step 3: If required, Central Office administrator completes Section 3 and forwards via email to Superintendent.
- Step 4: Superintendent completes Section 4 and returns via email to staff member, payroll office, and building principal.