

# SUMMERVILLE UNION HIGH SCHOOL DISTRICT REQUEST FOR LEAVE

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

I request leave on the following date(s):

Total # days /or hours / or specify period

From \_\_\_\_\_ to \_\_\_\_\_ / /

From \_\_\_\_\_ to \_\_\_\_\_ / /

Substitute requested:  YES  NO Preferred Sub: \_\_\_\_\_

**Substitute Hired:**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

**Type of Leave:**

\_\_\_\_\_ **Personal Necessity (reason):** \_\_\_\_\_

\_\_\_\_\_ **Sick Leave**

\_\_\_\_\_ **Jury Duty** \_\_\_\_\_ **Bereavement (relationship):** \_\_\_\_\_

\_\_\_\_\_ **School Business (type):** \_\_\_\_\_

\_\_\_\_\_ **"No Tell" Day**

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**CLASSIFIED ONLY:** \_\_\_\_\_ **Vacation (12 mo.)** \_\_\_\_\_ **Comp Time** \_\_\_\_\_ **Non-Work (management)**

The above is true to the best of my knowledge.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

\_\_\_\_\_ **Approved** \_\_\_\_\_ **Denied:** \_\_\_\_\_

\_\_\_\_\_ **Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Distribution: White: Personnel

Yellow: File