

North Baltimore Local Schools Leave Request Form

Directions for Completion:

This is the official request for leave form for North Baltimore Local Schools. Please complete this form and submit it to your building office personnel. All "Personal Leave" requests must be received 48 hours prior to the date(s) being requested. You will receive a copy of the form to verify that your request has been approved.

Employee Name: _____

Building Assignment: POWELL HS/MS BOARD OFFICE Position: _____

Sub Needed: YES NO Date(s) Requested: _____

Please select a reason for leave request:

Personal Leave Vacation Leave Sick Leave Unpaid Leave

Bereavement Leave (Select One): Immediate Family Less Immediate Family

Important Reminders of Leave Requests:

Bereavement: Only 3 bereavement days are available to an employee for 1 school year. If more than that is needed the employee needs to request sick leave. See page 25 (Certified Contract) or page 11-12 (Classified Contract)

Immediate Family: All persons residing full time with the employee, mother, father, mother-in-law, father-in-law, person in loco parentis when the employee was a child, significant other living within household, grandparents of either spouse, loco parentis child(ren), natural or adopted children, brothers and sisters of either spouse.

Less Immediate Family: Relatives not included above or friends. (One of the 3 days per year)

Personal Leave: See page 24 (Certified Contract) or page 12 (Classified Contract)

Employee Signature

Date

Principal/Supervisor Signature

Date

Approve _____

Disapprove _____

Superintendent Signature

Date

Approve _____

Disapprove _____

Treasurer Signature

Date

Approve _____

Disapprove _____

Your request for leave has been: Approved _____

Disapproved _____

Comments: