



To complete this form electronically,
it must be opened in *Adobe Reader!*

Leave Request/Documentation

Use for Non-School Business Leave Only

This form is for non-school business leave only. Please use form 5400F4 for school business leave.

Please follow the submission guidelines listed by the type of leave you're requesting.

Name of Employee

Building/Location Position

Beginning date of absence Return to work date Total number of days requested

Certificated Staff:

Is substitute required? Yes No

Do you need assistance getting a substitute? Yes No

- Full day
- AM only
- PM only

Pre-arranged substitute's name

Classified Staff:

Is substitute required? Yes No

Do you need assistance getting a substitute? Yes No

Number of hours per day Pre-arranged substitute's name

Type of leave requested:

Employee/Family Illness

- Four or more days - submit form to supervisor and HR
- fewer than four days - as a professional courtesy, please notify your supervisor of any pre-planned absences and enter the absences into Substitute Online or Employee Access as soon as possible.

Personal Leave

All personal leave needs supervisor approval/Three or more days also needs HR approval

Bereavement

Needs supervisor and HR approval, please list relationship in description section below

Maternity/Paternity Leave

Needs supervisor and HR approval

Unpaid Leave

Unpaid leave is not authorized by contract and will only be approved in rare and extraordinary situations. Pre-approval by the Executive Director of HR is required at least two weeks in advance. A detailed explanation must be included below.

Jury Duty

Please attach summons

Description of leave requested or reason for use of extended employee/family illness leave:

Employee Signature _____ Date

Principal/Supervisor Signature _____ Date

Approved

Denied Rationale:

HR Director Signature _____ Date

Approved

Denied Rationale:

District Use Only

Principal/Supervisor

Substitute Coordinator

HR - Contracts

Initials/Date

Employee

Payroll

Personnel Report