



Unpaid Leave Request Form

Instructions:

- *This form needs to be completed for any unpaid leave requests. If you need to verify your leave balance(s) please check Ready Sub or call Mary Parker in Payroll at x10303.*
- *Employees are not entitled to unpaid leave. The District may grant unpaid leave on a case-by-case basis. The criteria used is a once in a lifetime event that cannot be scheduled during the regularly planned school year breaks—typically trips/vacations do not fit this description.*
- *Prior permission to take unpaid leave must be granted before assuming that it will be granted. Inappropriate use of unpaid leave may result in disciplinary action.*
- *Submit the completed form to Eric DeJong, Executive Director of Human Resources for review. After the request is reviewed and a decision is made, your completed form will be returned to you and your supervisor.*

Name _____ Today's Date _____

Work Location _____ Position _____

Certificated Staff: Classified Staff:

Requested Leave Date(s) _____

Please include a detailed reason for your request. As an example, for a wedding, please include the exact date and your relationship to the person getting married.

Employee Signature Date

HR Director Signature _____ Date _____

Approved Rationale: _____

Denied _____
