



Employee Time-Off Request

Please submit the following information to your building/department administrator.

Name _____ Position _____

Location _____ FTE / Hours _____

Vacation and Personal Day Requests

To be reviewed by Principal / Administrator.

Vacation Personal Day

Date(s) requested: _____

Hours per day requested: _____

Administrator Signature Date

Approved Not Approved

NOTE

All requests for both unpaid leave and personal leave, according to the provisions below, must be approved **by both the building/department administrator and Human Resources by completing the Leave of Absence Request form located on the Staff Hub:**

- *Departments > Human Resources > Personal Leave > Leave of Absence Request Form*

1. To request **unpaid leave**.

2. To request personal days to be taken during the following:

- the **first or last week** of school; or
- to extend time for holidays, vacation or school breaks which appear on the student calendar requested less than 30 days in advance.

Copy to: Employee
Supervisor
Substitute Manager