Leave Request

Employee Name: _____

Today's Date: _____

Date(s) of Leave Requesting: _____

_____

Type of Leave Requesting:

- ☐ Vacation
- ☐ Personal
- ☐ Sick Leave
- ☐ Leave Without Pay

Comments: _____

_____

Duties to be Covered:

- ☐ Lesson Plans Prepared and Online
- ☐ Lunch Duty Covered _____ Teacher Covering
- ☐ Recess Duty Covered _____ Teacher Covering

Approval by:

_____

Mr. Burchett Date

_____

Kristie A. Valtierra Date

_____

Joey Burchett (Payroll) Date

Paperwork is reviewed each tuesday afternoon. Please plan accordingly.