



EMPLOYEE LEAVE VERIFICATION FOR ABSENCES OF 5 OR MORE DAYS

Please submit all leave forms to Hope Penny in HR.

TOTAL HOURS REQUESTED: _____

BEGINNING DATE: _____ / _____ / _____
 MM DD YYYY

ENDING DATE: _____ / _____ / _____
 MM DD YYYY

EMPLOYEE'S NAME: LAST, FIRST _____

POSITION BUILDING HRS. PER DAY

After reviewing the school calendar & your own leave allocation, submit form to Hope Penny in HR.

Planned absences form must be completed and evaluated in advance.

Emergency Absences: Complete form as soon as possible.

REASON(S) FOR LEAVE:

- _____ **BEREAVEMENT:** DATES REQUESTED: _____
- _____ **JURY DUTY** (Attach copy of summons)
- _____ **EMERGENCY** (Attach letter of explanation)
- _____ **FMLA/PFML** FMLA PFML
- _____ **PARENTAL BONDING**
- _____ **ADOPTION**
- _____ **SERIOUS HEALTH CONDITION:** SELF FAMILY MEMBER
- _____ **MATERNITY/PATERNITY** (Attach documents)
- _____ **L&I** (Attach documents)
- _____ **MILITARY** (Attach documents)
- _____ ***PAID MEDICAL/SICK** (Attach doctors note): Disability/Injury/Surgery/Family Illness
- _____ **PERSONAL** (Attach letter of explanation)
- _____ **RELIGIOUS PURPOSES** (2 days unpaid per year)
- _____ ****UNPAID LEAVE OF ABSENCE** (Attach letter of explanation): SHORT TERM **LONG TERM UP TO 1 YEAR UNPAID
- _____ **OTHER – MUST ATTACH LETTER OF EXPLANATION**

EMPLOYEE NOTES/REMARKS:

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE INDICATING AWARENESS:

LEAVE ALLOCATION:	HRS. AUTHORIZED	HUMAN RESOURCES NOTES:
REQUEST GRANTED: YES <input type="checkbox"/> NO <input type="checkbox"/>		
FMLA ELIGIBILITY: YES <input type="checkbox"/> NO <input type="checkbox"/> PFML ELIGIBILITY: YES <input type="checkbox"/> NO <input type="checkbox"/>		
BEREAVEMENT		
JURY DUTY		
EMERGENCY		SUPERINTENDENT SIGNATURE
MATERNITY		
SICK LEAVE		
L&I		
MILITARY		HUMAN RESOURCES SIGNATURE
PERSONAL		
RELIGIOUS PURPOSES		
UNPAID LEAVE OF ABSENCE: SHORT TERM <input type="checkbox"/> LONG TERM <input type="checkbox"/>		
VACATION		

***PAID EXTENDED LEAVE OF ABSENCE** - Attach doctors note AND submit signed RETURN TO WORK FORM upon return. Unpaid leave will be applied once all appropriate paid leave has been exhausted.

****UNPAID LEAVE** - Up to 1 school year leave without pay with approval of School Board. Unpaid leave will be granted only if all appropriate leave has been exhausted.