

# Request for Absence

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Employee	Date
Date(s) of Requested Absence	
Reason for Absence (emergency, personal, other employment)	
Special Circumstances	

- Requesting faculty members have primary responsibility for finding substitutes. Teaching faculty must prepare lesson plans for subs and have emergency lesson plans need to be on file with both the front office and the principal.
- All foreseeable absences should be requested at least three school days in advance.
- Submit all requests (after-the-fact for emergencies) to the principal for approval. A copy of your request (approved/unapproved) will be put in your box. For all absences, you must call front office staff **and** the principal.
- To simplify accounting, the first 6 absences will be paid (requests for taking unpaid leave prior to using all paid leave will be allowed in exceptional circumstances only). Any absence in excess of 6 days will be unpaid.

<b>X</b>	<b>This Section for Office Use Only</b>		
	Absence Approved	Comment	
	Absence Unapproved	Comment	
After absences approved above, your file will reflect the following:			
Paid days used	Unpaid days used	Paid days remaining	Comp days remaining
Principal's Signature			Date

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