

UNIVERSITY SCHOOLS

Leave Request

Requests for leave should be received by Kathy Bruning no later than 5 school days in advance of the requested leave date whether or not a substitute is required. After hours subs may be arranged by calling 506-7009 and leaving a message. Messages will be retrieved at 9 p.m. and 6 a.m.

Staff Member: _____

School Business Activity/Conference: _____
Please complete back of form if you are requesting funds.

Discretionary Leave Jury/Witness Leave (attach summons)

I will receive compensation from another entity for the above activity.

Day	Date	Substitute Required		Teacher's Absence	
		(circle one)		Start Time	End Time
Monday	_____	Yes	No	_____	_____
Tuesday	_____	Yes	No	_____	_____
Wednesday	_____	Yes	No	_____	_____
Thursday	_____	Yes	No	_____	_____
Friday	_____	Yes	No	_____	_____

Class/Subject schedule (middle and high school only):

Day 1	Class/Subject	Day 2	Class/Subject
Period (block)		Period (block)	
1	_____	6	_____
2	_____	7	_____
3	_____	8	_____
4	_____	9	_____
Advising	_____	Advising	_____

Sub Preference (if any) : _____

Does discretionary leave precede or follow a school holiday or vacation period? Yes No
Discretionary leave should not be requested the day preceding or following a school holiday or vacation period unless there is an extreme emergency. When requesting discretionary leave on a day preceding or following a school holiday or vacation period, please attach an explanation on an 8.5x11 sheet of paper why that day in particular is necessary (for director approval).

Signature _____ Date _____

School Approval _____ Date _____