

## Unpaid Leave Request Form

### Instructions:

- *This form needs to be completed for any unpaid leave requests. If you need to verify your leave balance(s) please check ReadySub or call Rachel Priest in Payroll at x10303.*
- *Prior permission to take unpaid leave must be granted before assuming that it will be granted. Inappropriate use of unpaid leave may result in disciplinary action.*
- *Employees are not entitled to unpaid leave. The District may grant unpaid leave on a case-by-case basis, such as for a once in a lifetime event that cannot be scheduled during the regularly planned school year breaks (typically trips/vacations do not fit this description) or a health care issue (a doctor's note will be required for any unpaid medical leave).*
- *Submit the completed form to Eric DeJong, Executive Director of Human Resources for review. After the request is reviewed and a decision is made, your completed form will be returned to you and your supervisor.*

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Work Location \_\_\_\_\_ Position \_\_\_\_\_

Certificated Staff: ☐ Classified Staff: ☐

Type of Request: Once in a lifetime Event      Medical      Other

Requested Leave Date(s) \_\_\_\_\_

Please include a detailed reason for your request. As an example, for a wedding, please include the exact date of the wedding and your relationship to the person getting married. For a medical issue, please be sure to attach a doctor's note.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

HR Director Signature \_\_\_\_\_ Date \_\_\_\_\_

☐ Approved      Rationale: \_\_\_\_\_

☐ Denied \_\_\_\_\_