



Sheffield-Sheffield Lake City Schools Request for Leave

(Personal, Accrued, Comp Time, Vacation, Jury Duty, Other)

Name		Position	Building	Date of Submission
I request _____ day(s) of <input type="checkbox"/> Personal Leave <input type="checkbox"/> Accrued Leave <input type="checkbox"/> Comp Time <input type="checkbox"/> Vacation				
<input type="checkbox"/> Other (Explain):				
Sub Needed <input type="checkbox"/> YES <input type="checkbox"/> NO			If half Day Absence, I will be gone in the AM PM	
OFFICE USE ONLY			Date(s) of Absence	
Number of Personal Days Used:	Number of Accrued Days Used:	Comp-Time Hours Available:		
<p>Accrued leave may not be taken on either the first or last day of the teacher or student work year, or on a Parent/Teacher Conference Day. No more than three (3) employees may use this leave at any one time. Should more than three (3) employees request the use of this leave, the date the request was received by the Superintendent, and then if necessary, district seniority will be used to determine which individuals will be granted the leave. Personal Leave: this request must be submitted to the Superintendent at least three (3) working days prior to the requested leave date. Upon receipt of the request for leave, the Superintendent will determine if a substitute is available. If a substitute is not available, the request for the leave will be denied.</p>				
				<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Employee Signature	Date	Principal/Supervisor	Date	Superintendent Date

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