



Leave Request Form

7/2014

Name _____ Employee ID (last six digits of SSN) _____

School/Dept _____ Position _____

**Please complete this form prior to a planned absence
or immediately upon your return from an unplanned absence**

Number of Leave Days Requested	Reason for Absence	Code	Dates of Absences (MM/DD/YY)	Substitute Needed?
	Sick Leave	01		Y / N
	Compensatory Leave	CT		Y / N
	Annual Leave	20		Y / N
	Bonus Annual Leave	28		Y / N
	Special Bonus Annual Leave	29		Y / N
	Personal Leave \$50 deduction-Teachers only ¹	06		Y / N
	Personal Leave Non-instructional Day (TWD) No deduction (Teachers Only)	26		Y / N
	Leave without Pay	07		Y / N
	Extended Sick Leave \$50 deduction-Teachers only Prior approval from Personnel	03		Y / N
	TA subbing for Teacher Days Pay Deduction ²	37		Y / N
	Parental Involvement	10		Y / N
	Absence with no deduction <input type="checkbox"/> Jury Duty/Civil Leave (summons required) <input type="checkbox"/> Military Leave (Personnel approval required) <input type="checkbox"/> Other(specify) _____	04-00		Y / N

¹ Code 56 - If no substitute is hired when a teacher takes personal leave, RCS shall refund the \$50 deduction

² TA receives beginning teacher daily rate of pay

Employee _____ Date _____
 Supervisor _____ Approved Denied Date _____