



Unpaid Leave Request Form -

Authorization Agreement

All employees requesting unpaid leave time **must first** receive approval from their immediate supervisor prior to leave. This form must be completed in its entirety and then forwarded to the administration office for processing, which includes being sent to the School Board for approval. Unpaid leave time should be limited to unforeseen circumstances outside of your control. By requesting an unpaid leave, your pay will be docked and occur as taken. If current deductions exceed earnings during the unpaid leave period, the Finance Department will contact you to determine how the deductions will be applied. In addition, benefits provided based upon annual days or hours worked will be reduced and recalculated.

School Board Request

I am requesting the School Board to consider and approve my request for unpaid leave as stated below. I also request this be added to the next School Board agenda if received by the first of the month.

Employee Information

Date of Request: _____

Name of Employee: _____

Date(s) of Absence(s): _____

of UNPAID days requested: _____

Reason for Absence: _____

Employee Signature: _____

Name of Supervisor: _____

Supervisor Signature: _____

Date: _____

FOR OFFICE USE ONLY: To be completed by administration office staff:

- School Board approval _____
- PR – dock days _____
- PR – update Skyward time _____
- HR – benefit recalculation