

REPORTING FORM COMPENSATED LEAVES AND ABSENCES

Request to the Principal or Special Education Director for permission to be absent for a leave day as defined in Policy No. GARI-R or GARH-R. This form shall be completed at least 3 duty days in advance of the date to be absent. These days may be taken in half or full day increments. One copy is to be turned in to the Central Office, one copy is to be maintained in the principal's office and one copy is for the employee.

EMPLOYEE'S NAME _____

DATE REQUEST MADE _____

DATE(S) EMPLOYEE REQUESTS TO BE ABSENT _____

I hereby certify that I understand that if the above request is granted but exceeds the allowable days of Policy GARI-R or GARH-R, the specified deduction shall be made from my next paycheck.

EMPLOYEE'S SIGNATURE

I HEREBY (APPROVE - DISAPPROVE) THIS REQUEST (Check one)

This absence is authorized under Board Policy GARI-R "Compensated Leaves and Absences".

Half Day(s) Taken _____ Full Day(s) Taken _____

This absence for uncompensated leave is authorized under Board Policy GARH-R and therefore requires appropriate payroll deductions.

Half Day(s) Taken _____ Full Day(s) Taken _____

This leave as requested is disapproved.

PRINCIPAL'S OR SPECIAL EDUCATION DIRECTOR'S REMARKS:

PRINCIPAL OR SPECIAL EDUCATION DIRECTOR