

# Blaine School District LEAVE NOTIFICATION

EMPLOYEE NAME _____	EMP ID # _____	BLDG/DEPT _____	<input type="checkbox"/> Original
			<input type="checkbox"/> Amended
LEAVE DATE _____	FROM _____	TO _____	
	<input type="checkbox"/> AM	<input type="checkbox"/> AM	
	<input type="checkbox"/> PM	<input type="checkbox"/> PM	
LEAVE TYPE: <input type="checkbox"/> Sick/Medical <input type="checkbox"/> Personal <input type="checkbox"/> Emergency <input type="checkbox"/> Vacation <input type="checkbox"/> Military			
<input type="checkbox"/> Family Illness* <input type="checkbox"/> Bereavement* <input type="checkbox"/> Association <input type="checkbox"/> Jury Duty <input type="checkbox"/> Release Day for Pro-D			
(Certificated only-in lieu of Emergency Leave)   (Attach Summons)   (Certificated only)			
*Family Member _____ (required)			
<input type="checkbox"/> Professional-Budget Code required _____   Substitute Required <input type="checkbox"/> YES			
<input type="checkbox"/> NO			
REASON FOR LEAVE (if applicable) or TYPE OF PROFESSIONAL LEAVE _____			

EMPLOYEE'S SIGNATURE _____	DATE _____	ADMINISTRATOR'S SIGNATURE _____	DATE _____
ADMINISTRATIVE ACTION   *(if applicable)		AUTHORIZED SIGNATURE   *(if applicable)   DATE	
APPROVE <input type="checkbox"/> DISAPPROVE <input type="checkbox"/>		_____	

### INSTRUCTIONS

The LEAVE NOTIFICATION is to be used by any staff member for absences from work for all types of leave. A Leave Notification is to be filed for each separate type of absence.

Planned Absences: LEAVE NOTIFICATION for Vacation, Association, Military, Jury Duty, Family Illness or Sick/Medical (when possible), Professional and Personal should be completed and submitted in advance of leave (5 days preferred). If circumstances change, file an amended request. Check "amended" box.

Unplanned Absences: LEAVE NOTIFICATION for Sick, Family Illness and/or Emergency shall be completed and submitted immediately upon return.

\*Approval by the building supervisor is required for Personal Leave based on substitute availability.

\*Approval by the Superintendent may be required for use of Emergency Leave (based on contract language), Submit LEAVE NOTIFICATION form or request by email to Human Resources for approval.