



Requisition for Business Leave

To: Superintendent of Schools

Date: _____

In accordance with board policy, I request _____ day(s) of business leave on
the following dates _____.

The specific reason for this request is:

I would appreciate approval of this leave.

Signature of Employee: _____

Printed Name of Employee: _____

Date: _____

Signature of Principal/Supervisor: _____

Date: _____

Signature of Superintendent: _____

Date: _____

Business Leave (per board Policy and teacher agreement)

Business leave is defined as leave for personal legal or court related business only

A max of two (2) days of business leave can be awarded per year to each employee. The leave may be taken in 1/2 day segments. Business Leave is not accumulative.

Business leave requests shall be submitted to the building principal, who will forward the request to the superintendent, then to payroll. The request is to include the specific reason.