

Requisition for Business Leave

To: Superintendent of Schools

Date: _____

In accordance with board policy, I request _____ day(s) of business leave on _____
(dates). The specific reason for this request is:

I would appreciate approval of this leave.

Signature of employee: _____

Signature of principal/supervisor: _____

Signature of superintendent: _____

Business Leave *(per board policy and teacher agreement)*

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

Two (2) days of business leave with fully salary benefits shall be awarded per year to each employee. The leave may be taken in one-half (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. The request is to include the specific reason for the leave.

Within five (5) school days, the superintendent shall act upon requests and give written notification of approval or denial to the appropriate building principal and the employee making the request.