

ALTUS PUBLIC SCHOOLS
LEAVE REQUEST FOR EMERGENCY/PERSONAL /SCHOOL BUSINESS

I, _____ of _____ School, respectfully request
Name of Employee and ID # Work Site

Emergency Leave Personal Leave School Business Leave

on _____
(Day of Week) (Month) (Date) (Year)

Please state the reason for the absence.

Was the request for Personal Business Leave approved at least one (1) working day in advance? Yes No

If no, give reason.

Employee's Signature _____

Date of Request _____

Principal or Director's Signature _____

Superintendent's Signature _____

Type of Leave Approved: Emergency Personal School Salary Dock Other _____
To be filled in by Central Office

Policy 500.080 – Emergency Leave Policy

Employees will be granted five days emergency leave each school year without loss of pay. This leave is not cumulative but all five days are to be granted at the beginning of each school year. Emergency leave will be granted for the following reason only:

- A. Bereavement Leave of the immediate family, (the immediate family includes the father, mother, husband, wife and children), or as approved by the Superintendent or his/her designee.

Policy 500.090 – Personal Business Leave

Employees will be allowed three (3) personal business leave days per year. One personal business day will be granted at no charge to the employee. For the second and third personal business leave days granted, the employee shall receive his/her salary less the salary for a substitute, regardless of whether a substitute is actually employed.