

FRANKLIN COUNTY SCHOOLS REQUEST FOR LEAVE (including Unpaid Leave)

Use for Personal Leave, Bereavement Leave, Vacation and Unscheduled Leave, Professional Leave, and Unpaid Leave.

If **Professional Development Leave** is requested to attend Professional Development, you only need to complete Administrative Procedure 5.303.11, **Professional Development Request Form.**

To be completed by the employee requesting permission for leave; this must be completed and approved **BEFORE** the actual date of the requested leave.

Employee's Name: _____ School: _____

Date(s) of requested leave: _____

Type of requested leave or reason for the requested leave: _____

If Bereavement Leave is requested, please include:

_____ *Deceased Family Member* _____ *Date of Death* _____ *Relationship to Employee*

Attach a copy of the obituary, if readily available.

This leave shall be: _____ With pay or _____ Without pay

Will a substitute be needed? _____ Yes or _____ No

Signature of Requesting Employee

Date

Signature of Immediate Supervisor

Date