

HADLEY – LUZERNE CENTRAL SCHOOL

HLTA INSTRUCTIONAL LEAVE REQUEST

From: _____ Title: _____

To: Superintendent's Office – Mrs. Mary Visscher

Via: _____
Print Supervisor's Name Supervisor's Signature

- a. _____ Personal Business Leave: Each full-time employee will be permitted three (3) days per year for personal use when personal business cannot be conducted on a non-school day. Requests for personal business days must be made at least three (3) days in advance. Personal business days may not be taken immediately before or after a holiday/vacation period, unless prior administrator's approval is obtained. Any unused personal business days shall be added to the employee's accumulated sick leave at the end of each fiscal year.

Date(s) requested: _____

Total number of days: _____

- b. _____ Bereavement Leave: Date(s) requested: _____

Total number of days: _____

- c. _____ Vacation Leave: Date(s) requested: _____

Total number of days: _____

- d. _____ Other Leave: (describe) Date(s) requested: _____

Total number of days: _____

Employee's Signature

Date:

DISPOSITION

Certification that the day(s) requested is/are available _____

Approved: _____

Not Approved; Reason: _____

HLTA LEAVE REQUEST FLOW CHART:

