

# HADLEY – LUZERNE CENTRAL SCHOOL CSEA & NON – 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.

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: \_\_\_\_\_

# NON INSTRUCTIONAL LEAVE REQUEST FLOW CHART:

