

OPS Universal Time Off Request Form

Employee Name _____ Building _____

Date	Absence Reason including Brief Description Sick, Personal, Vacation, FMLA, Bereavement, Out of Paid Time*	Time Absent		Total Hours	Red Rover Confirmation #
		To	From		

*Out of Paid Time can only be used if all accruals are exhausted and must be entered in Red Rover.

Reminder: The use of sick time, personal leave, vacation, or bereavement is governed by the respective collective bargaining agreements in effect. Any sick leave absence for FMLA for the employee or family member must be pre-approved by the Human Resources Department.

Would you like a copy of this request sent back to you once approved: Yes _____ No _____

I certify that this leave is for the above stated times and dates.

Employee Signature _____
Date

Supervisor/Building Principal Signature _____
Date

HR Department Signature _____
Date

Required Process:

Group	Red Rover	Time Off Form
Teacher - Sick	Yes	N/A
Teacher - Personal	Yes	Yes
Hourly Staff - Sick, Personal, Vacation, & Out of Paid Time	Yes	Yes
Salary Staff - Sick, Personal, Vacation, & Out of Paid Time	N/A	Yes

If an employee arrives late or leaves early, an absence will need to be entered in Red Rover. If an employee is unable to enter the absence, they will need to contact their building secretary, supervisor, payroll, or human resources for assistance.

Payroll Dept/HR Dept Use Only

Added to Schools Open by _____ Date _____