



## TEACHER REQUEST FOR UNPAID DAY(S)

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee No.: \_\_\_\_\_

Primary Building Location: \_\_\_\_\_

I am requesting \_\_\_\_\_ days of unpaid leave.

**I am aware this absence may affect future claims for retirement and possibly other benefits.**

Reason for request: \_\_\_\_\_

\_\_\_\_\_

Dates I am requesting unpaid leave are:

1.) \_\_\_\_\_ 2.) \_\_\_\_\_ 3.) \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Asst. Supt./ Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

**WEB FORM / DISTRIBUTION BY HUMAN RESOURCES**  
HR / PAYROLL / EMPLOYEE