

Gibraltar School District Staff Request for Paid Absence

Guidelines:

- Advanced notification of the absence types listed on this form is required
- Staff member requesting an absence must submit a completed form to immediate supervisor
- Supervisor and/or Superintendent approval is required for use of Comp Time, Personal Day, Vacation Day, Absent without Pay, and other days/situations as designated in a collective bargaining agreement
- Any professional development and/or absences with additional costs/reimbursements must be completed on the form, [Request for Absence/ PD/ Workshop](#)

Employee Name: _____ School/Dept: _____

Type of leave requested:

- Sick/FMLA (more than 3 days FMLA required notification)
- Personal/Absence Day (3 or more days or connected to a holiday/vacation/break needs Supt approval)
- Jury Duty
- Vacation day (only for employees with collective bargaining agreements that yield vacation days)
- Funeral: _____ (relationship to staff and location)
- Absent without Pay: _____ (reason)
- Comp Time: _____ (number of hours requested)

Date(s) of Absence _____ Full day A.M. only P.M. only

Notes:

Employee Signature		Date submitted:	
Supervisor Signature		Date:	
Superintendent Signature <small>(where applicable)</small>		Date:	

- Denied
- Approved
- Approved with stipulations

Administrator Notes: