

REDFORD UNION SCHOOLS, DISTRICT NO. 1

REQUEST FOR EXTENDED LEAVE DAYS OR VACATION

Employee Name: _____

Building: _____

Employee Bargaining Unit: _____

Extended Vacation Date(s) Requested: _____

Extended Leave Date(s) Requested (in excess of 3 consecutive days):

“The first responsibility of all school employees is the orderly conduct of the school. Although leave time may be used for various purposes, the absence of any employee could interfere with our school services. Therefore, requests for use of leave days, except in cases of sickness or emergencies, should be made in advance to the school principals so that substitutes can be provided.”

“No extended vacations will be granted except as authorized by the Board of Education or their designee. A request for using leave days for such purposes shall be made at least thirty (30) days in advance.”

I _____ have read and understand the above conditions of my request.
(Employee)

Reason for Request: _____

Employee's Signature: _____ **Date:** _____

Building Administrator: _____ **Date:** _____

Approved / Denied

Program Director (if applicable): _____ **Date:** _____

Approved / Denied

Superintendent: _____ **Approved/ Denied**

Substitute Arranged: _____

- c: Employee/Employee File
- Building Administrator/Program Director
- Payroll/Substitute Office/HR Department
- Board of Education