Form C

DEWEYVILLE INDEPENDENT SCHOOL DISTRICT

REQUEST TO BE ABSENT FROM POSITION

WITHOUT LOSS OF SALARY

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Request \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Absence \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From the selections below, please check reason for absence(s).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1. Personal Leave |  | 3. SP ED Workshop |  | 5. School Business |
|  | 2. Training |  | 4. Comp ED Workshop |  | 6. Jury Duty |

If you checked items 2, 3, 4, 5, or 6, attach documentation for the business/ workshop/ jury duty day(s).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature

Approved by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s Signature Date of Approval

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent’s Signature Date of Approval

**Note: This form is to be filled out no later than THREE DAYS PRIOR to the date the employee is to be absent from duty without loss of salary for absences requesting the use of Personal Leave Day(s); for days used to attend workshops, conventions, conferences and other absence requests considered to be school business; and for jury duty.**