

Request for Leave

Teachers

To: Human Resources Manager

Date: _____

Teacher Name: _____

School: _____

*Area below to be completed by
Human Resources*

TYPE of LEAVE	DATES		TOC REQUIRED (YES/NO)
	FROM	TO	
<input type="checkbox"/> Adoption			
<input type="checkbox"/> Paternity			
<input type="checkbox"/> National and International Competition			
<input type="checkbox"/> Bereavement/Compassionate <i>(Please indicate relationship and date of death under "Details")</i>			
<input type="checkbox"/> Medical Leave*			
<input type="checkbox"/> Jury Duty and Legal Commitments**			
<input type="checkbox"/> Leave for Elected Officials			
<input type="checkbox"/> Personal Leave Day (at cost of T.O.C.)			
<input type="checkbox"/> Other			

With Pay	Without Pay	Teacher Responsible for TOC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- * District Medical certificate is required for Medical Leaves longer than **10 days** in duration.
- ** A copy of Official document is required for jury duty and legal commitments.
- *** Monies received for attendance on jury duty must be forwarded to the Delta School District

DETAILS: (REQUIRED FOR ALL LEAVES)

Teacher Signature **Principal Signature** **Human Resources Manager** **Date**

Please complete details above, obtain your Principal's acknowledgement and send to Human Resources Division.
 Following acknowledgement, a verification copy will be forwarded to you and your Principal.

Copies to: Human Resources - Payroll - Principal - Teacher