

MADRID-WADDINGTON CENTRAL SCHOOL

Administrators' Group

Request For Leave or Excuse for Absence

I hereby request a leave of absence on \_\_\_\_\_  
DATE(S)

Half Day \_\_\_\_\_ AM or \_\_\_\_\_ PM  
Full Day \_\_\_\_\_

Please indicate  $\surd$  reason for leave request below:

- \_\_\_\_ Personal Leave
- \_\_\_\_ Vacation

**Excuse for Absence from work:**

- \_\_\_\_ Personal Sickness
- \_\_\_\_ Family Sickness
- \_\_\_\_ Bereavement
- \_\_\_\_ Attendance in Court *(Provide a copy of the notice to serve as a juror; or Summons - if school related, no charge of day(s) to employee.)*
- \_\_\_\_ Attendance in Court *(If personal, employee will be charged personal day)*

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

\_\_\_\_\_  
Date

<b>APPROVED BY:</b>	
_____ Lynn M. Roy, Superintendent	_____ Date