

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 \checkmark 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

APPROVED BY:

Eric Burke, Superintendent

Date