

**REQUEST FOR LEAVE/ABSENCE RECORD**

Employee: \_\_\_\_\_ Date(s) Absent: \_\_\_\_\_

Reason:

School Related \_\_\_\_\_

Absent:

\_\_\_\_\_  
Employee's Signature for personal leave

Personal leave: substitute pay rate will be deducted from your check whether a substitute is hired or not.

Substitute: Sub Name \_\_\_\_\_

\_\_\_\_\_  
Administrator's Signature

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