RICHFIELD SCHOOL DISTRICT

EMPLOYEES APPLICATION FOR ABSENCE FROM ASSIGNMENT

I,_____ request to be absent from my regular

assignment on: _____
(Date and Day to be absent)

Will you be gone ALL DAY? _____ Will you be gone PART DAY? _____ to _____
(time) (time)

Mark with an **X** periods you will be absent:

P1	**P2**	**P3**	**P4**	**P5**	**P6**	**P7**	**P8**

My reason for absence:

_____

I am declaring this leave as:

Association Business (006) _____
Collaboration/Mentoring/Observing (006) _____
Jury Duty (003) _____
Personal Leave (001) _____
Professional Leave (005) _____
School Sponsored Activity (004) _____
Sick Leave (001) _____
Vacation (001) _____

_____ Signed: _____
(Date) (Employee)

_____ Signed: _____
(Date) (Administrator)

_____ Signed: _____
(Date) (Substitute)

OFFICE USE ONLY	**SUB:**	**CONTACT MADE:**