

Sandwich Public Schools Leave Request Form for Professional Staff



Date: _____
 Employee Name: _____
 School: _____
 Department: _____

Leave Type	Start Date	End Date	No. Days	Hrs. with Pay if applicable	Hrs. w/o Pay if applicable
Total					

It is strongly recommended that Personal Days not be taken to extend school holidays or vacation periods.

Number of Personal Days previously taken this year. _____

If leave request is for Jury Duty, please attach copy of notice or order.

I am requesting the above absence time for the reasons indicated and/or for the purpose of attending to matters impossible to transact during non-school hours, as stated in the SEA Agreement.

Signed By _____

Date _____

Approved By:
Principal _____

Date: _____

____ **PLEASE RESCHEDULE PERSONAL DAY**

It is your responsibility to register your absence with AESOP by logging on to www.aesopeducation.com