

Instructions: 1.) Employee requesting leave - submit all 3 copies to your principal or department head.  
 2.) Approving authority (see signature section below) - authorize form and distribute as follows: Original (white): Division or Department Head; Second copy (canary): Employee;  
 Third copy (pink): Site Timekeeper 3.) Timekeeper - report with appropriate TRC in Time and Labor.

Empl ID:       Name (Last, First, Middle): \_\_\_\_\_ Date: \_\_\_\_\_

School or Dept: \_\_\_\_\_ Location No.:       Position Title: \_\_\_\_\_

Absence Dates:	Check Reason for Absence Request:	Authorization
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <div style="text-align: center;">/ /</div> <div style="font-size: small;">FROM DATE</div> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <div style="text-align: center;">/ /</div> <div style="font-size: small;">TO DATE</div> </div> <p>No. of Days: _____ No. of Hours*: _____</p> <p style="font-size: x-small; margin-left: 100px;">*8 hours/day = Full time assignment</p> <p><input type="checkbox"/> Cancel/Change a Previous Request      Previous Dates: _____</p>	<p><input type="checkbox"/> <b>Vacation</b> <small>(Proc. Nos. 7269, 7436, 7635)</small></p> <p><input type="checkbox"/> <b>Floating Holiday</b> <small>(Proc. No. 7435)</small></p> <p><input type="checkbox"/> <b>Professional and Personal Improvement</b> <small>(Proc. No. 7630)</small></p> <p><input type="checkbox"/> <b>Sick Leave Incentive</b> <small>(Classified Employees Only)</small></p> <p><input type="checkbox"/> <b>2-hour Personal Business</b></p>	<p>_____ Employee Signature</p> <p>_____ Approval Signature</p> <p>_____ Timekeeping Entry By (Please Print)</p>

### Timekeeper Instructions:

Based on instructions below, please report the absences in Time and Labor with the Time Reporting Code that corresponds to the Type of Leave selected on this form.

**Vacation:** Employee completes form to request vacation days or cancel previous request and submits to principal or department head for approval. Report as **VAC**.

**Floating Holiday:** Monthly **Classified** employee (including classified managers/supervisors) completes form to request floating holiday in lieu of Admission Day, or to cancel a previous request. **See employee contracts for eligibility.** Submits form to principal/department head for approval. Maximum Allowance: 1 day/fiscal year, non-accumulative. Must be taken as a single day off. Report as **FLH**.

**PPI:** Employee completes form to request released time for purposes of professional and personal improvement. Submits form to principal or department/division head for approval. Refer to appropriate collective bargaining agreement contracts for specific details of available benefits. Report as **PPI**.

**Sick Leave Incentive:** Applies to classified employees in OSS, OTBS, Police Services and Paraeducators units. Those unit members having perfect attendance during one complete fiscal year shall be entitled to one paid day of leave for personal, professional improvement during the next fiscal year. The CLSLI day does not accrue from year to year, and must be taken prior to June 30<sup>th</sup>. Report as **CLSLI**.

**Two Hour Personal Business:** Employee completes form to request two hours of personal business. Report as **PB2HR**.

**Retain card at site. Do not submit to Payroll.**