

Imlay City Community Schools
Early Learning Center Staff
Leave Request/Report

Sick Leave: Report shall be submitted the first day after returning to work.

Funeral Leave: Shall be requested as soon as the need is known.

Personal Business Leave: The provision for paid personal business leave is not to be used in the pursuit of personal sporting or recreational interests, shopping, other gainful employment, or vacations.

Personal business leave shall not be used immediately before or following a vacation or holiday period, except upon approval of the superintendent. Requests for personal business leave must be submitted at least twenty-four (24) hours in advance so as to allow time for advance approval, except in emergency situations which preclude such advance submission of notice.

Name _____

Number of Hours/Days Requested _____ Hours _____ Days Date(s) _____

If Partial Day, Time Left _____ Time Returned _____

Reason for Absence:

Sick Leave

[] Personal
[] Family _____
(Relationship)

Funeral Leave

[] Spouse, Child, Parent _____
[] Other Relative _____
(relationship)
[] Friend (one day max/year)

[] Vacation (childcare only)

[] Personal Business

Employee Signature _____

Supervisor Signature _____

() Approved

() Not Approved

() Approved With Loss of Pay