



LEAVE REQUEST FORM

This Form is Not for Teachers (Teachers: Use FRONTLINE)

Read and follow procedures on back.

Name _____ Position _____ Bldg. _____

TYPE OF REQUEST

<input type="checkbox"/> BE Bereavement (Relationship)	<input type="checkbox"/> BN Bereavement (Non-Family) (Relationship)	<input type="checkbox"/> JD Jury Duty (Verification Required)
<input type="checkbox"/> MD Military Duty (Verification Required)	<input type="checkbox"/> PB Personal Business	<input type="checkbox"/> WD Witness Duty (Verification Required)
<input type="checkbox"/> WP Leave Without Pay		

DATES AFFECTED

Work Date(s) Affected _____

_____ AM _____ PM _____ ALL DAY

Requestor's Signature _____	Date _____
Principal/Supervisor's Signature _____	Date _____
Human Resource's Signature _____	Date _____
Other Signature (determined by HR) _____	Date _____
Other Signature (determined by HR) _____	Date _____

DISPOSITION OF REQUEST

For Office Use ONLY

Approved – No Loss of Pay Approved – Deduction of Pay Approved – Non-Duty Day
 Not Approved

Final Distribution: *White* – Human Resources | *Yellow* – Business Office | *Pink* – School/Dept. | *Goldenrod* – Employee

LEAVE REQUEST FORM PROCEDURES

STEP 1: Determine the following as far in advance of the absence as possible:

- I am an employee and requesting leave for bereavement, jury duty, military duty, personal business, witness duty, or without pay. DO complete the Leave Request Form only. Move to Step 2.
- I am an employee traveling to a meeting or conference (for CD, EC, SB or SD). Complete the Reassignment of Duty Approval Form only. DO NOT complete the Leave Request Form.
- I am an employee who accrues vacation that wishes to take vacation. Complete the Vacation Form utilized by your supervisor. DO NOT complete the Leave Request Form.
- I am an employee who needs to take sick leave. DO NOT fill out any form. SL is indicated on timecards and timesheets.

STEP 2: Fill out the name section with your legal first and last name. Complete position and building name.

STEP 3: Determine the category of the leave you are requesting (use the list below). Put an X on the appropriate line on the Form.

BE/BN	Bereavement	Use this leave for each occurrence of death in the employee's immediate family or non-immediate family relations. Definitions of immediate family can be found in pertinent Collective Bargaining Agreements or in Board policy for non-union employees.
JD	Jury Duty	This leave is provided for absence from duty with pay only for the time actually spent on jury duty. Contact HR for specifics regarding this leave. The summons must accompany the leave request and the duty pay must be relinquished to the District.
MD	Military Duty	In abiding by the provisions of the Uniformed Services Employment & Re-Employment Rights Act (USERRA), military leave shall be granted to employees for voluntary or involuntary service in the uniformed services. Contact HR for specifics regarding this leave. Attach orders.
PB	Personal Leave	Some employee groups have this leave as a contractual provision. Call HR with questions.
WD	Witness Duty	Employees served with a valid subpoena issued by a federal, state, county, or municipal court or a federal or state legislative body may be absent from duty without loss of pay or other benefits. Contact HR for specifics regarding this leave. The subpoena must accompany the leave request and the witness pay must be relinquished to the District.
WP	Without Pay	For absence when no other leave applies or employee is not eligible for leave.

For assistance, contact Human Resources at (406) 268-6010.

STEP 4: Complete the Dates Affected section. Only include actual work days. Be sure to indicate AM, PM or FULL DAY.

STEP 5: Sign and date and forward to your principal/supervisor. The principal/supervisor should sign and then forward to the Human Resources Office to complete processing. Please remember that your principal/supervisor may deny leave requests (except jury duty, witness duty and military duty).

STEP 6: A copy will be returned to you.