



# MANVEL PUBLIC SCHOOL REQUEST FOR LEAVE

Please circle the type of leave requested:

SICK    FAMILY SICK    PERSONAL    PROFESSIONAL    VACATION    FUNERAL

Do you wish this leave to be: PAID    UNPAID (please circle)

Requested by: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Date(s) requested for leave: \_\_\_\_\_

Reason for request: \_\_\_\_\_

Employee signature: \_\_\_\_\_

1. Request for leave should be made as much in advance as possible.
2. Submit request to Mrs. Hiltner for approval.

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DATE OF APPROVAL: \_\_\_\_\_

PRINCIPAL'S SIGNATURE: \_\_\_\_\_

NAME OF SUBSTITUTE: \_\_\_\_\_