

CERTIFIED

Entered into SmartFind Express Job number _____ Employee initials _____ Date _____
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**Belgrade School District – CERTIFIED  
Request for Leave/Absence**

Employee name \_\_\_\_\_

School (please check)    RV    Heck    Quaw    MS    HS

Position \_\_\_\_\_

**DATE(S) OF ABSENCE: (Please Check)**

<u>Day of the week</u>					<u>Date</u>	<u>Please check</u>		
M	T	W	Th	F	_____	am	pm	all day
M	T	W	Th	F	_____	am	pm	all day

**REASON FOR ABSENCE:**

- 01 Sick leave/Family illness
- 02 Care of/or attendance to significant others
- 03 School activity (reason) \_\_\_\_\_
- 04 Professional leave (reason) \_\_\_\_\_
- 05 Personal leave with advance notice
- 06 Bereavement leave
- 07 Emergency leave
- 08 Leave without pay
- 09 Jury duty
- 10 Discretionary leave

Do you have duty? \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

**PLEASE SIGN AND RETURN TO THE OFFICE**

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Principal initials \_\_\_\_\_ approved \_\_\_\_\_ denied \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY: Date copy returned to employee \_\_\_\_\_