Santa Cruz Valley Unified School District No. 35 LEAVE REQUEST FORM

Employee's Name	Positio	on Site
I wish to take		as leave.
(List date[s] or hour[s] for a	partial day)	
My absence should be recorded as: (check	an appropriate o	category)
PERSONAL LEAVE (School Board Policy GCCA)		EARNED VACATION TIME (School Board Policy Cert GCD; Class GDD)
SCHOOL BUSINESS (School Board Policy GCCE)		BEREAVEMENT LEAVE (School Board Policy GCCH)
JURY DUTY (School Board Policy GCCD)		MILITARY TRAINING (School Board Policy GCCD)
COMPENSATORY TIME (School Board Policy GDL)		LEAVE WITHOUT PAY (School Board Policy GCCC)
EMERGENCY FAMILY MEDIC (School Board Policy GCCC-EB)	CAL LEAVE	OTHER (Attach written request)
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(School Board Policy GCCC-EB)		· · · · · · · · · · · · · · · · · · ·
(School Board Policy GCCC-EB) *If leave is for other than personal leave or I understand that whenever possible, this also understand that under certain cond	form should be	time, please add or attach an explanation: completed and submitted as early as possible
(School Board Policy GCCC-EB) *If leave is for other than personal leave or I understand that whenever possible, this also understand that under certain cond	form should be	time, please add or attach an explanation: completed and submitted as early as possible
(School Board Policy GCCC-EB) *If leave is for other than personal leave or I understand that whenever possible, this also understand that under certain cond be denied.	form should be	completed and submitted as early as possible accement cannot be found for me, my leave n
*If leave is for other than personal leave or I understand that whenever possible, this also understand that under certain cond be denied. Employee Signature	form should be litions, if a repla	completed and submitted as early as possible accement cannot be found for me, my leave n
(School Board Policy GCCC-EB) *If leave is for other than personal leave or I understand that whenever possible, this also understand that under certain cond be denied.	form should be litions, if a repla	completed and submitted as early as possible acement cannot be found for me, my leave neuest Teacher Preference(s):
*If leave is for other than personal leave or I understand that whenever possible, this also understand that under certain cond be denied. Employee Signature	form should be litions, if a repla Date Specific particles of the second seco	completed and submitted as early as possible acement cannot be found for me, my leave neuest Teacher Preference(s):
*If leave is for other than personal leave or I understand that whenever possible, this also understand that under certain cond be denied. Employee Signature Approved by Supervisor/Principal	form should be litions, if a replace Date Date Date	completed and submitted as early as possible acement cannot be found for me, my leave neuest Teacher Preference(s):