

Ruth Murdoch Elementary School

Employee Leave Request Form

Employee: _____ Today's Date: _____

Guest Teacher Required: Yes No Grade: _____

<i>Date of Absence:</i>	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Friday
<i>Time:</i>	<input type="checkbox"/> All Day (Monday-Friday) <input type="checkbox"/> ½ Day _____ AM/PM to _____ AM/PM
<i>Guest Teacher Requested:</i>	<i>First Choice:</i> <i>Second Choice:</i>
<i>Reason for Absence:</i>	<input type="checkbox"/> Sick Day <input type="checkbox"/> Personal <input type="checkbox"/> FMLA <input type="checkbox"/> Vacation <input type="checkbox"/> Professional Development Conference <input type="checkbox"/> Other (please specify):
<i>Billing:</i>	<input type="checkbox"/> RMES <input type="checkbox"/> Employee <input type="checkbox"/> Other
<i>Employee's Signature:</i>	

FOR OFFICE USE ONLY

<i>Processed by:</i>	
<i>Guest Teacher Retained:</i>	
<i>Principal's Approval</i>	<i>Signature:</i> <i>Date:</i>