

APPLICATION FOR LEAVE OF ABSENCE

Please check one:

- Professional Meeting Release Time Field Trip
- Jury Duty **(Reminder – Please submit payment form from Clerk of Courts)**

Name _____ Date of Application _____

Position _____ Building _____

Date(s) of Absence _____ Location of Workshop/Meeting _____

Reason for Absence _____

Estimate of Expenses (if applicable):
Refer to Board Policy 6550 and Guidelines regarding travel

Food	_____	<u>Funded by:</u>
Hotel	_____	<input type="checkbox"/> Building / Dept. PD Fund
Mileage	_____	<input type="checkbox"/> Title I
Registration Fee	_____	<input type="checkbox"/> Title II A
Total	_____	<input type="checkbox"/> Other

Signature of Employee

Approved Denied _____
Principal / Supervisor Date

Approved Denied _____
Superintendent Date

Original: Employee
Copy to: Employee
 Principal/Supervisor
 Treasurer (If Expenses)