

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

## 338.1-AR-2. APPLICATION FOR CLASSROOM OCCUPATIONAL EXCHANGE LEAVE

\_\_\_\_\_ Date of Request

Employee's Name: \_\_\_\_\_

Position: \_\_\_\_\_/Program: \_\_\_\_\_

Date Employed: \_\_\_\_\_

Period Requested: ½ year \_\_\_\_ Full Year \_\_\_\_ From (date) \_\_\_\_\_ To (date) \_\_\_\_\_

Proposed Employer:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_

Work hours: \_\_\_\_\_

Nature of work: \_\_\_\_\_

Employer's verification of accuracy: \_\_\_\_\_

Signature

Date

Attach all required supporting documents per Board policy.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Superintendent's Signature

Date of School Board approval: \_\_\_\_\_