

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

## 339-AR-1. REQUEST FOR UNCOMPENSATED LEAVE

Name: \_\_\_\_\_ Job Classification: \_\_\_\_\_

Building: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

- SECTION I. TYPE OF ABSENCE:
- \_\_\_\_\_ Childrearing/Parental
  - \_\_\_\_\_ Study
  - \_\_\_\_\_ Travel
  - \_\_\_\_\_ Special work assignment
  - \_\_\_\_\_ Restoration of health
  - \_\_\_\_\_ Elected public official

- SECTION II. DATE(S) OF ABSENCE:
- 1<sup>st</sup> \_\_\_\_\_, 20\_\_
  - 2<sup>nd</sup> \_\_\_\_\_, 20\_\_
  - 3<sup>rd</sup> \_\_\_\_\_, 20\_\_
  - 4<sup>th</sup> \_\_\_\_\_, 20\_\_
  - 5<sup>th</sup> \_\_\_\_\_, 20\_\_
  - 6<sup>th</sup> \_\_\_\_\_, 20\_\_
  - From \_\_\_\_\_ To \_\_\_\_\_

SECTION III. DESCRIPTION OF ABSENCE:

\_\_\_\_\_

\_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Superintendent Date: \_\_\_\_\_

\_\_\_\_\_ Disapproved \_\_\_\_\_ Approved \_\_\_\_\_ Date: \_\_\_\_\_  
Board Secretary