

VINELAND SCHOOL DISTRICT

Request for Time Off

Request must be submitted 3 days (Certificated) 5 days (Classified) in advance

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

School/Department: \_\_\_\_\_ Grade/Position: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Type of Absence

Personal Necessity (10 days maximum Certificated- 7 days maximum Classified - deducted from sick leave) Reason: \_\_\_\_\_

Personal Business (2 days of personal business leave are available as part of Personal Necessity days covered under Board Policy 8213.3) Reason: \_\_\_\_\_ (Note. No reason to be given if request is submitted 3 days (Certificated) 5 days (Classified) in advance)

Own Time (warrant will be docked) Reason: \_\_\_\_\_

Personal Business Leave

By signing below, I also certify that this personal business leave is not for professional advancement, personal gain, extension of a holiday or vacation period, participation in a work stoppage, or any withholding of services from the district.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Substitute needed: Yes No Approved Denied Reason \_\_\_\_\_

Signature of Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

FOR DISTRICT OFFICE USE

Personnel Necessity Leave Remaining Prior to the Request \_\_\_\_\_
Personnel Business Leave Remaining Prior to the Request \_\_\_\_\_

Approved Denied Reason \_\_\_\_\_

Signature of Superintendent \_\_\_\_\_ Date \_\_\_\_\_