

Unpaid Leave Request Form

Instructions:

- ***This form should be completed for unpaid leave requests.***
- *ONLY the Executive Director of Human Resource Services may authorize unpaid leave.*
- *The supervisor should sign as acknowledgement only of the leave request.*
- *Submit completed form to Tami Morse in HR for review by Human Resource Services. An approval or denial letter will be returned to you and your supervisor.*
- *The district may grant unpaid leave on a case-by-case basis. The criteria used is a once in a lifetime event that cannot be scheduled during the regularly planned school year breaks. Prior permission to take unpaid leave must be granted before assuming that it will be granted. Please see your CBA for additional information.*
- *If you need to verify your leave balances, either check your most recent pay stub or call Payroll at 360-563-7235.*

Name _____ Today's Date _____

Position _____ Building _____

Requested Leave Date(s) _____

Detailed Reason for Request (additional pages may be attached):

Employee Signature _____ Date _____

Supervisor Acknowledgement _____ Date _____

Executive Director of Human Resource Services _____ Date _____

Approved

Denied

Letter Issued _____