KENWOOD ELEMENTARY SCHOOL

LEAVE NOTIFICATION FORM

NAME: _____ TODAY'S DATE: _____

TYPE OF LEAVE: _____
(Planned Sick, Vacation, Personal, Temporary, etc.)

Enter number of complete hours plus any part of an hour in 15 minute increments for leave.

Example: ***3 hrs. + 15 min. = 3.25 hrs***
(Total Duration): ***3 hrs. + 30 min. = 3.50 hrs.***
3 hrs. + 45 min. = 3.75 hrs.

Partial Day in Hour Increments:
See example above

DATE OF LEAVE: _____

FROM (times): _____ TO _____

TOTAL DURATION: _____ **HOURS**

Class covered by:_____
(if applicable)

Full Day or Consecutive Days

DATES OF LEAVE: _____

From _____ Through _____
Date Date

TOTAL DURATION: _____ **DAYS**

☐ **Substitute arranged**

_____ _____
Employee Signature Date

_____ _____
Principal Signature Date

Please make a good faith effort to submit to Principal at least 24 hours ***prior to absence****.*