

BASD - SHORT-TERM UNCOMPENSATED LEAVE REQUEST FORM

REVISED 7/15/15

A Short-term leave is any leave of absence less than 20 days that is not covered by contractual or agreement language of employee groups.
Employees may apply for Short-Term Uncompensated Leave by making a request to the Board of Education. Requests must be made prior to the leave unless the reason is of a non-predictable nature.
Each request will be addressed on a case by case basis using the guidelines established by Board Policy 339.1, 439.1, 539.1

Employee Name:	Date of Request:	Building:
Purpose of Leave:		

Date & # of hours/day	Date & # of hours/day	Date & # of hours/day	Date & # of hours/day	Date & # of hours/day
				Total Hours/Days

Employee Signature: _____

Principal Signature: _____

Upon completion please return this form to Heather Auman at the Central Office or by email at hauman@basd.net.