



St. Helena Parish School District

District Vision:

To develop a productive educational system that increases student achievement, develops educator effectiveness, and builds public confidence.

ST. HELENA PARISH SCHOOL BOARD REQUEST FOR LEAVE FORM

Name of Employee _____

Position _____

Job Site: _____

Type of Leave Requested (Check one that apply)

| | | | |
|--------------------------|-----------------------------|--------------------------|---------------------------------------|
| <input type="checkbox"/> | Professional Development* | <input type="checkbox"/> | Personal Leave |
| <input type="checkbox"/> | Sick/Emergency | <input type="checkbox"/> | Annual/Vacation Leave (12 month only) |
| <input type="checkbox"/> | Workman's Compensation | <input type="checkbox"/> | Comp Time (Adm. Only) |
| <input type="checkbox"/> | Funeral Leave*** | <input type="checkbox"/> | School Related Business** |
| <input type="checkbox"/> | Maternity Leave | <input type="checkbox"/> | Leave Without Pay |
| <input type="checkbox"/> | Extenuating Circumstances** | | |

*Proper documentation must be attached to Request for Leave Form (email, notification letter, agenda, sign-in sheet, etc.)

**Proper documentation from physician must be attached to Request for Leave Form.

***Funeral Leave must specify relationship in accordance with policy.

Beginning date of leave _____

Ending date of leave _____

Beginning time of leave _____

Ending time of leave _____

Total time on leave _____ hour(s)

_____ day(s)

Explanation of Leave

Employee Signature

Date

APPROVALS/DENIALS (For office use only)

Circle One: Approved Denied

 Immediate Supervisor/Principal Date

Reason for Denial _____

Circle One: Approved Denied

 Superintendent of Schools Date

Reason for Denial _____

Please submit immediately upon return to duty for sick emergency leave, in advance for all other types of leaves. Refer to the St. Helena Parish School Board Employee's Handbook for policy regarding types of leave. Leave forms for school-based employees including Special Education, or P.A. personnel are to be filed in the Principal's office. Principals and Assistant Principals (if applicable) leave requests are to be approved by the Superintendent and filed in the School Board Central Office Payroll Department.