



# Helena Parish School District

## Funeral Leave Request Form

Name of Employee \_\_\_\_\_

Position \_\_\_\_\_

Job Site \_\_\_\_\_

Name of Deceased \_\_\_\_\_

Relationship to Employee \_\_\_\_\_

Date of Death \_\_\_\_\_

Date of Funeral \_\_\_\_\_

**\*\*\* Documentation MUST be attached and leave form filled out correctly or the employee's leave will be used.**

**ACCEPTABLE** relationships: Parents, brother, sister, spouse, children, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandchild, legal guardian/dependent.

**UNACCEPTABLE** relationships: Niece, nephew, aunt, uncle and cousins.

Beginning leave Date \_\_\_\_\_ Time \_\_\_\_\_

Ending leave Date \_\_\_\_\_ Time \_\_\_\_\_

Total time on leave \_\_\_\_\_ day(s)

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

\_\_\_\_\_  
Date

|                                 |       |                   |               |
|---------------------------------|-------|-------------------|---------------|
| <b>(For Office Use only)</b>    |       | <b>Circle One</b> |               |
| _____                           | _____ | <b>Approval</b>   | <b>Denied</b> |
| Immediate Supervisor/ Principal | Date  |                   |               |
| _____                           | _____ | <b>Approval</b>   | <b>Denied</b> |
| Superintendent of Schools       | Date  |                   |               |
| Reason for Denial               | _____ |                   |               |
| _____                           |       |                   |               |

**District Vision:**

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