

CARVER PUBLIC SCHOOLS

REQUEST FOR EMPLOYEE BUSINESS LEAVE

IN ACCORDANCE WITH ARTICLE XVI, SECTION A OF THE TEACHER'S AGREEMENT, AND ARTICLE IX, SECTION B OF THE PARAPROFESSIONAL AGREEMENT, PLEASE SUBMIT THIS FORM TO THE PRINCIPAL WHEN REQUESTING EMPLOYEE BUSINESS LEAVE. APPLICATION MUST BE MADE AT LEAST SEVENTY-TWO (72) HOURS BEFORE LEAVES (EXCEPT IN CASES OF EMERGENCY).

NAME _____ DATE SUBMITTED _____

POSITION/BUILDING _____

DATE of EMPLOYEE BUSINESS LEAVE _____

REQUEST TYPE: ☐ BUSINESS LEAVE - DAY 1 ☐ BUSINESS LEAVE - DAY 2

FOR OFFICE USE ONLY

☐ REVIEWED

SIGNED _____ DATE _____

BUILDING PRINCIPAL

☐ APPROVED

☐ NOT APPROVED

SIGNED _____ DATE _____

SUPERINTENDENT OF SCHOOLS