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# TARKIO R-1 SCHOOL DISTRICT

## FACULTY & STAFF LEAVE REQUEST AND APPROVAL

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Employee: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

This form may only be completed by the person making the request and must be used for all types of leave.

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Type of leave requested: Sick Leave: \_\_\_\_\_  
Personal Leave: \_\_\_\_\_  
Prof Dev. Leave: \_\_\_\_\_  
Bereavement: \_\_\_\_\_  
Vacation: \_\_\_\_\_  
Other School  
Related: \_\_\_\_\_

OFFICE USE ONLY:

Substitute Assigned:

Check if Calendar is Updated: \_\_\_\_\_

Type of leave if "other": \_\_\_\_\_

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Date(s) of leave requested or taken:

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Administration Only: Type of leave approved

Sick Leave: \_\_\_\_\_  
Personal Leave: \_\_\_\_\_  
Prof Dev. Leave: \_\_\_\_\_  
Bereavement: \_\_\_\_\_  
Vacation: \_\_\_\_\_

Other: Specify

Principal Signature: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_

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