

PRAIRIE CENTRAL COMMUNITY UNIT SCHOOL DISTRICT NO. 8

REQUEST FOR UNPAID LEAVE

As set forth in section 11.2 of the contract, employees may request Unpaid Leave. Complete Section A of this form and submit to your Principal/Supervisor at least 48 hours prior to requested leave. Section B & C will be completed and a copy will be returned to you.

Section A – Request:

Name: _____

Date(s) of Temporary Leave: _____

Reason: _____

Employee

Date

Section B – Approval:

Approved Not Approved _____
Principal/Supervisor Date

Approved Not Approved _____
Superintendent Date

Section C – Deduction Calculation:

Salaried: \$ _____ per day for _____ day(s) = \$ _____

Hourly: \$ _____ per hour for _____ hr(s) x _____ day(s) \$ _____

cc: Employee