

Canby School District



Employee Request for Unpaid Leave

This form is to be used for employees who are requesting an unpaid leave, which is *not* covered by FMLA, OFLA, USERRA, or other state or federal statute. In order for leave to be granted, this request must receive approval from:

- The employee's building principal or district office director
- The Superintendent or designee

Depending upon the length of the requested leave, this request may also require action by The School Board.

Leave Requests for the duration of a school year or longer must be received in the Personnel Office **no later than March 15** of the year prior.

Other leave requests must be received in the Personnel Office **at least 90 days prior** to the desired leave date.

Note: Unpaid leave may result in decreased benefit contribution from the District on a per diem basis. Contact the Personnel Office for specific information.

Name: _____

Assignment: _____

Requested Leave Dates –

Start Date: _____

End Date: _____

Purpose of Leave: _____

(you may continue on back of this form or attach an accompanying letter.)

Employee Signature: _____

Date

For District Use only.

Supt/Dir HR Signature Date: _____

Board Action Date: _____