



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 April 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 Human Resources 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: \_\_\_\_\_

Signature Date

*For District Use only.*

Superintendent/Director of Human Resources Signature Date: \_\_\_\_\_

Board Action Date: \_\_\_\_\_