

**HAPPY VALLEY UNION SCHOOL DISTRICT**

**LEAVE REQUEST FORM**

CLASSIFIED/CERTIFICATED

Name \_\_\_\_\_

I was absent from work on \_\_\_\_\_ and  
Date (s)

request leave as follows:

\_\_\_\_\_ Sick Leave

\_\_\_\_\_ Jury Duty

\_\_\_\_\_ Personal Necessity  
(See Contract)

\_\_\_\_\_ Vacation (Classified Only)

\_\_\_\_\_ Bereavement of Family Member  
Relationship: \_\_\_\_\_

\_\_\_\_\_ Conference/Workshop

\_\_\_\_\_ Absent Without Pay

\_\_\_\_\_ No Tell (Certificated Only)

Please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

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District Approval: \_\_\_\_\_

Date: \_\_\_\_\_