

TANQUE VERDE UNIFIED SCHOOL DISTRICT LEAVE/TRAVEL REQUEST

Employee Name:
Employee Position/Title:
Employee Work Site:
Dates Requested:

Do you need a substitute? Please circle one...

YES

NO

Comments: _____

Please check which leave you would like to use:

- Personal Leave** (requires 1 week notice)
- Sick Leave**
- Vacation**
- Bereavement**
- Jury Duty**
- Subpoena**
- Professional Leave***

***Please indicate nature of Pro Leave:**

Employee Signature/Date:

Authorized Supervisor/Date:
