



Burlington High School Leave Request Form for Office Personnel & Personal Service Contracts

Employee Name

I request the following leave time on (date).

Full day

Partial day

Late arrival time

or

Departure time

Return time

Check One

Personal Illness

Personal Leave of Absence - Unpaid

Personal Business

Family & Medical Leave

Bereavement

Military Leave

Vacation

Jury Duty

Release Time & Visiting Days

Holiday - Floating

Sick Time

Employee Signature

Date

Return form to BHS Office Manager for processing.

Administrative Use Only

Granted with pay

Principal Signature

Granted with no pay

Date

Denied