Gore Public School
Application for School Employee Leave Request
All Leave is to be approved prior to absence when possible
Employees are to make a copy of the approved form and keep in their personal file

Employee name _______________________________              Campus_________________________

Date of Leave:__________________________                             Number of days included in leave:_______

Type of leave (Please circle one as per policy/GTA Agreement)
1.    Sick (Documentation meeting board policy and GTA agreement descriptions may be requested)
     (Brief explanation may be place on the reverse side of this sheet.)

2.    Personal Business
3.    Bereavement (See GTA Definition and requirements)
4.    Leave without pay
5.    Vacation (12 month employees only)
6.    Professional Development (Must be pre approved by admin)—Event:______________________________
7.    Emergency (See GTA Definition and requirements) Explain:______________________________
8.    Comp Time
9.    Leave was not approved prior to absence
10.   Other: (Explain)__________________________________________________________________________

Please complete and return to Principal after obtaining signature from leave clerk
Leave Clerk signature verifying approval of leave day's available:_____________________  Date:__________

It is the responsibility of employees to keep record of their leave.

Employee Signature________________________________________

Principal/Superintendent Signature:________________________________________

Principal will turn in form to appropriate person

Date:_____________________ form approved by admin.

By signing above you acknowledge the information is complete and correct as per Board Policy and GTA Agreement. Falsifying information is grounds for disciplinary action including a recommendation of suspension and/or termination-non-reemployment.