EMPLOYEE LEAVE REQUEST

Name Position					Building Date submitted	
Reason Codes 1 - Bereaveme 2 - Unpaid lead 3 - Jury Duty 4 - Professiona 5 - Athletics	ent ve (see no	te 2)	Other (union/assn a	ctivity, military duty enter details)		
Date of Absence	No. of Hours Absent	Reason Code	(Codes 1) Relationship of Family Member	(Codes 4 & 5) Name of activity	<i>(Code 6)</i> Details	
				·		
vacation leave 2. Unpaid leav	e. ve - All app	licable lea	ves need to be exhau	s.ashland.k12.or.us to request sick leave, uisted prior to unpaid leave. Too many u urance premium for one or more month	npaid leave days in a school year may	
Employee Signature					te	
Approved		Denied _				
Supervisor Signature					te	
Recorded on absence log by: Office Manager Signature					Date	
CO 0 /10 /1 /20	11.6\					

CO-8 (10/1/2016)