

EPPING SCHOOL DISTRICT
ABSENCE / LEAVE REQUEST

EMPLOYEE NAME: _____

DATE OF REQUEST: _____

Contracted POSITION (Check One):

_____ Administrator
_____ Teacher/Professional Staff
_____ Paraprofessional
_____ Support Staff
_____ Other

Employee LOCATION (Check One):

_____ EES _____ Pre-School
_____ EMS _____ SAU / District
_____ EHS _____ Other

Type of Absence:

Absence Date(s):

Half (am or pm) or Whole Day

_____ Sick (Planned ONLY) _____
_____ Personal _____
_____ Bereavement _____
_____ Vacation _____
_____ Non-Contract _____
_____ Other * _____

**Note of Explanation and District Level Approval REQUIRED*

Employee Signature

(Per CBA or Contract – See back page for details)

Direct Supervisor Signature

Date

_____ Approved _____ Not Approved

Building Administrator Signature

Date

_____ Approved _____ Not Approved

District Office Signature (if required)

Date

_____ Approved _____ Not Approved

Please note that not all employees are eligible for all types of leave. Please refer to your contract or Collective Bargaining Agreement (CBA) for full details.

Quick Reference – Summary of Leave (see CBA for full information):

Administrator Contracts: See individual employment contract

Teacher/Professional Staff Contracts:

Personal Days – Not permitted on Professional Development Days; on days immediately prior to or following a school holiday or vacation, a limit of 2 days per school holiday or vacation and 1 day per employee per school year – must be submitted to the Superintendent at least 2 weeks in advance, and will be approved on first-come, first-served basis.

Bereavement Days – 5 days granted per year for death of spouse, child, stepchild, grandchild, child under guardianship, daughter or son-in-law, mother, stepmother, mother or father-in-law, stepfather, grandparent, sibling, legal household resident, or person who acted as parent. 1 day granted per year for death of sister or brother-in-law, aunt, uncle, niece, nephew, or cousin. Additional days at discretion of Superintendent.

Paraprofessional Contracts:

Personal Days – Principal to be notified at least 48 hours in advance, except in cases of emergencies. Not permitted on the day prior to or immediately following a school holiday or vacation. Not permitted on Professional Development Days. Exceptions may be granted by the Superintendent.

Bereavement Days – 4 days granted per year for the death of spouse, child, stepchild, grandchild, child under guardianship, daughter or son-in-law, mother, stepmother, father, stepfather, mother or father-in-law, grandparent, sibling, legal household resident, or person who acted as parent. 1 day granted per year for death of sister or brother-in-law, aunt, uncle, niece, nephew, or cousin.

Support Staff Contracts:

Generally follows the paraprofessional CBA outline. Part-time employees will be granted leave at a pro-rated percentage based on time worked.

Vacation Days – Full time support staff only – see individual contracts.