



**Application for Leave/Leave of Absence
(Non-Medical)**

SCHOOL YEAR _____

Employee's Name _____ SS# XXX-XX-_____

Address _____ City _____ State _____ Zip _____

Telephone (Work) _____ (Home) _____

School/Location _____ Assignment _____

Part I: Leave To Be Used:

Do you wish to use general leave earned (if any)?

Yes ☐

No ☐

Do you wish to use your annual leave earned (if any)?

Yes ☐

No ☐

Do you wish to take Leave Without Pay?

Yes ☐

No ☐

Part II - Leave Request – Non-Medical as per Policy GCCA – Professional/Support Staff General Leave:

I am unable to report for duty due to (Please print):

Reason: _____

From (1st school day out): _____ Scheduled to Return (1st school day back): _____

Part III – Leave of Absence – Non-Medical as per policy GCCC – Professional/Support Staff Leaves of Absence Without Pay:

I am requesting a Leave of Absence

From (1st school day out): _____ Scheduled to Return (1st school day back): _____

Part III - Leave Approval (to be completed prior to leave):

Supervisor's Signature

Date

Leave Approved: ☐

Leave Disapproved: ☐

Associate Superintendent for HR

Date

Leave Approved: ☐

Leave Disapproved: ☐

Associate Superintendent for Finance

Date

Leave Approved: ☐

Leave Disapproved: ☐

As per Policy GCCA – Professional/Support Staff General Leave, “All applications for leaves with duration in excess of five (5) consecutive days shall be submitted to the Assistant Superintendent for Human Resources no later than ten (10) days prior to the requested commencement date of the leave or in the event of an emergency, as early as possible.”

Signature of Employee

Date

Part IV Official Return from Leave:

This portion **MUST** be completed upon the return of the employee. No adjustments to pay will be made without this form.

DATE OF RETURN FROM LEAVE: _____

Supervisor's Signature: _____ Date: _____

Absences in excess carried forward and the allowed days will be charged at the appropriate daily rate and deducted from the next paycheck. Further deductions will be made as required based on any additional leave without pay taken. The Human Resources Office *MUST* be notified immediately of the employee's first day out on leave and upon return to work.