

Bend-La Pine Schools

BEA – Request for Short Term Unpaid Leave of Absence

Employee: _____

School/Site: _____

Date(s) Request for Leave: _____

At the discretion of the District, short term, unpaid leaves of absence at full salary deduction may be granted by the District. Examples include:

1. Beyond the period of accumulated sick leave.
2. For personal reasons satisfactory to the District.
3. For attendance at non-school related conferences, meetings, retreats, trips or weddings.

Please provide a detailed description of the reason for the requested leave, or attach documentation to this form for consideration. _____

The district may approve limited requests for unpaid leave days. Any request involving multiple days must be coupled with the employee's annual personal leave allocation. Extended unpaid leave requests will not be granted.

Signature of BEA Member: _____

Date

Signature of Administrator: _____

Date

HUMAN RESOURCES TO COMPLETE

Request Approved _____ Request Denied _____

Human Resources Approval _____

Date

Final approval must be obtained from Human Resources.

Distribution: Original Retain in Business Office
 2nd copy Returned to applicant
 3rd copy Returned to building