

REQUEST FOR TIME OFF AT THE END OF THE YEAR

This form is to be used by staff requesting any time off at the end of their work calendar year. This request may be for compensation time or personal leave time or any other leave time that may be granted with the approval of the director or designee.

This form along with the appropriate personal leave form or compensation time form must be submitted to the director prior to the date/s of leave being requested.

**AUTHORIZATION TO TAKE TIME OFF
AT THE END OF A STAFF MEMBER'S CALENDAR YEAR**

I, _____, would like to request the use of _____
_____ days for my last scheduled day/s of work for the current school
year. In requesting these days, I agree that all of my duties for the current school year have been
completed to the satisfaction of the director and each of my direct supervisors. I will not,
therefore, be requesting any additional days of work to complete any of my duties for this current
school year.

I/we, the supervisor/s of the above named employee, agree that all assigned work for the current
school year will be completed by the earliest date of this request and that no outstanding work
will remain to be done and therefore no additional time is to be requested for this current school
year for this staff member. We, therefore, concur with the granting of the leave time requested
above.

_____ Supervisor Signature	_____ Date	_____ Supervisor Signature	_____ Date
_____ Supervisor Signature	_____ Date	_____ Director Signature	_____ Date