

Elgin Independent School District Advanced Leave Request Form

Instructions: Complete this form and submit to principal/supervisor for approval. Allow 2 weeks for processing.

Employee Name	Campus/Department	Grade/Subject

	<input type="checkbox"/> Full Day <input type="checkbox"/> ½ Day (AM) <input type="checkbox"/> ½ Day (PM)
Date(s) to be absent	Leave needed

<input type="checkbox"/> Yes <input type="checkbox"/> No		
Substitute Needed	Time substitute needs to report	Duty (exact duty, location, and time)

Reason for leave:

- Coaching Event** Accompanying students to a UIL sponsored event **and** attending coaching related events.
- Jury Duty** Documentation required.
- Other** Vacation, non-duty day, or day worked **only**.
- Personal** Doctor's appointment, illness of family member (not employee), bereavement or personal business that cannot be taken care of outside of business hours.
- School** Workshop, conference, training, or other school related activity **other** than coaching event.
- Sick** Employee illness **only**. An employee absent for more than four (4) consecutive work days because of personal illness shall, upon return to work, present medical certification of the illness.

Additional information:

- ✓ An employee absent for more than four (4) consecutive work days because of personal OR family illness shall, upon return to work, present medical certification of the illness.
- ✓ Personal leave should not be taken for more than three (3) consecutive work days, except with special approval for extenuating circumstances.
- ✓ Absences coded as personal and/or sick will be deducted from the employee's accumulated local leave. When local leave is exhausted, absences coded as personal and/or sick will be deducted from the employee's state personal leave. When all accumulated leave is exhausted, the employee's pay will be docked their daily rate.

Employee's Signature	Date

Principal/Supervisor's Signature	Date

For more information on **leave**, please contact the Human Resources Office at (512) 281-3434 ext. 1217.
For more information on **payroll**, please contact the Business Office at (512) 281-3434 ext. 1219.