

PLEASANTVILLE PUBLIC SCHOOLS
Pleasantville, New Jersey

REQUEST FOR LEAVE
(Personal, Bereavement, Jury Duty)

REQUESTED BY: _____ **DATE:** _____

SCHOOL /LOCATION: _____ **POSITION:** _____

SUBSTITUTE NEEDED: Yes _____ No _____ **DATE(S) OF ABSENCE** _____

A) PERSONAL LEAVE: Full Day (Code E) _____ Half-Day (Code 4E) _____
(Request must be made at least one week in advance, unless approved by your Administrator)

B) BEREAVEMENT LEAVE: Full Day (Code G) _____ Half-Day (Code 4G) _____
(Please provide a copy of appropriate back-up documentation)

*****PEA/ LOCAL 331/ NON-UNION SUPPORT STAFF UP TO FIVE (5) DAYS FOR THE FOLLOWING FAMILY MEMBERS*****

_____ Husband _____ Wife _____ Child _____ Sister _____ Brother

_____ Father _____ Mother _____ Civil Union/Domestic Partner

_____ Member of the family unit **living in the same household**. Relationship: _____

_____ All other family members (up to 3 days) Relationship: _____
Grandparent, Aunt, Uncle, Cousin, Niece, Nephew, etc.

*****PAA/ NON-UNION ADMINISTRATORS UP TO FIVE (5) DAYS FOR THE FOLLOWING FAMILY MEMBERS*****

_____ Husband _____ Wife _____ Child _____ Sister _____ Brother

_____ Father _____ Mother _____ Grandparent _____ Aunt _____ Uncle

_____ Mother-in-law _____ Father-in-law _____ Sister-in-law _____ Brother-in-law

_____ Civil Union/Domestic Partner

C) JURY DUTY: Full Day (Code S) _____ Half-day (Code 4S) _____

(Please provide copy/copies of official schedule & daily attendance cards)

Signature of person requesting leave _____

Administrator's Recommendation: Approved _____ Not Approved _____ Further Review _____

Administrator's Signature: _____ **Date:** _____

Distribution: Original: Human Resources Office
Copy: Office of Administrator
Copy: Returned to person requesting leave