**School Activities Leave Request Form**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note that employees are expected to give one week’s notice of the need for leave whenever possible. If circumstances prevent the employee from giving one week’s notice, the employee is expected to give as much notice as possible.

Date of leave requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours of leave requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for leave request:

\_\_\_ Meeting with teachers or school administrators.

\_\_\_ Helping in child's class.

\_\_\_ Helping with or attending school/class event.

\_\_\_ Other, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and understand the policy regarding parental and school leave. I understand that I may be required to use paid leave.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Employee signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Supervisor signature Date