

**LEBANON SCHOOL DISTRICT
REQUISITION FOR LEAVE OR VACATION DAYS**

PERSON SUBMITTING REQUEST:

POSITION: BUILDING: DEPT/GRADE:

DATE(S) OF REQUESTED ABSENCE(S):

TOTAL NUMBER OF DAYS REQUESTED:

I REQUEST LEAVE OF ABSENCE FOR:

PERSONAL DAY

JURY DUTY (attach summons)

BEREAVEMENT DAY

VACATION DAY

OTHER (fill in note)

(Please List Relation Below)

SICK DAY

NOTE: IF REQUEST IS FOR OTHER THAN REASONS LISTED ABOVE, PLEASE STATE REASON:

Approval Chain:

Superintendent must approve principal and cabinet member requests

Cabinet member must approve central office staff requests

Principal must approve building staff requests

Properly approved requisitions should be sent to Kathryn Minnich.

SIGNATURE OF REQUESTOR:

DATE:

APPROVED:

DATE:

DISAPPROVED:

DATE:

REASON FOR DISAPPROVAL:

COMMENTS:

SUBSTITUTE WILL BE NEEDED:

(Initial of Principal)