

# VALLEY CHRISTIAN SCHOOL LEAVE OF ABSENCE REQUEST

This form may be used for up to one week of requested leave (unless using FMLA).

**Today's Date:** \_\_\_\_\_

**Employee Name (PRINT):** \_\_\_\_\_

**Job Duty / Position:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

Date(s) Requested Off:	Circle One:	Substitute Name, if applicable:
_____	Full Day / Half Day / Hourly	_____
_____	Full Day / Half Day / Hourly	_____
_____	Full Day / Half Day / Hourly	_____
_____	Full Day / Half Day / Hourly	_____
_____	Full Day / Half Day / Hourly	_____

**Type of Leave Requested (additional documentation may be required):**

- |   |  |
|---|--|
| <input type="checkbox"/> Personal   | <input type="checkbox"/> School Business as follows: _____ |
| <input type="checkbox"/> Sick (including doctor appts, family emergency, funeral) | <input type="checkbox"/> Civic (jury duty, etc.): _____    |
| <input type="checkbox"/> Regular FMLA   | <input type="checkbox"/> Covid-related                     |

**Requested Time Off Should Be:**

- Leave with Pay, if available  
 Leave without Pay

**SUPERVISOR TO COMPLETE:**

- Approved                       Not Approved

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Date

**SCHOOL OFFICE MANAGER USE ONLY:**

- Leave info and sub info has been posted on the calendar at my desk

**BUSINESS OFFICE USE ONLY:**

- Approved copy has been routed to employee  
 This request has been logged on PTO Log:

Sick Days - Paid	
Personal Days - Paid	
Sick Days - Leave with Pay Deduction	
Personal Days - Leave with Pay Deduction	



### Leave of Absence Procedures

(Faculty contracts allow for 2 paid personal days and 8 paid sick days)

- ✓ Planned Leave (ALL personnel)
  - Complete Request for Leave form and submit to your Principal/Supervisor asap
  - If approved, the Principal/Supervisor or Office Manager will work on finding a sub (they may ask you to help) (NOTE: ONLY SUBS ON THE APPROVED SUB LIST MAY BE CONTACTED)
  - You will receive a copy of your approved Request for Leave once it has been approved and a sub has been found
  - Faculty absences and their subs are logged by Office Manager on Sub Calendar (posted in each school office)
  - Original Request for Leave is routed to the Business Office for payroll purposes and then filed in the employee file
  - Have your lesson plans and Sub Binder ready to go in your classroom
  
- ✓ Unplanned/Sick Leave (ALL personnel)
  - Call or text your Principal/Supervisor as early as possible in the morning, preferably before 7:00am or the night before
  - The Principal/Supervisor or Office Manager will complete your Request for Leave form and find a sub (NOTE: ONLY SUBS ON THE APPROVED SUB LIST MAY BE CONTACTED)
  - Faculty absences and their subs are logged by Office Manager on Sub Calendar (posted in each school office)
  - Original Request for Leave is routed to the Business Office for payroll purposes and then filed in the employee file
  - Have your lesson plans and Sub Binder ready to go in your classroom

### Substitute Teacher Procedures

- Check in at the office:
  - Sign IN on the salmon-colored Substitute Worker Log
  - Take a substitute badge (& keys if needed)
- Review School Emergency Procedures and Staff Handbook in classroom (in Employee Binder or Sub Binder in classroom)
- Review the lesson plans for the day
- Report attendance, using intercom, to the Office Manager (school secretary) within the first 10 minutes of class
- Lock up room at end of day
- Check out at the office:
  - Sign OUT on the salmon-colored Substitute Worker Log
  - Return substitute badge (& keys)