

# Request for Unpaid Leave

This form should be filled out and will go to your administrator if any employee is requesting an unpaid day. This form will then go to Mr. Beecher and the employee will set up a time to meet with Mr. Beecher for approval or denial.

**Employee's First & Last name:**

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**Date or dates requested for Unpaid Leave:**

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**Reason for request of Unpaid Leave:**

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**Have you used all of your personal days prior to this request?** If you have personal days remaining - you must use them prior to taking unpaid leave.

Yes

No

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

**Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Superintendent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_