

Ore City Independent School District Leave Request

NAME

TODAY'S DATE

DATE OF REQUESTED LEAVE

Leave requests shall be granted in accordance with DEC (LEGAL) and DEC(LOCAL) and within the "Restricted Date" charts located in the Ore City ISD Employee Handbook

Reason for requested leave:

Type of leave requested:

- | | | | |
|-------------------------------------|------------------------------------|------------------------------------|---|
| <input type="checkbox"/> State | <input type="checkbox"/> Comp Time | <input type="checkbox"/> Jury Duty | <input type="checkbox"/> School Business |
| <input type="checkbox"/> FMLA | <input type="checkbox"/> Maternity | <input type="checkbox"/> Local | <input type="checkbox"/> Professional Development |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Other | | |

I verify that I have reviewed the "Restricted Dates" chart located in the District Employee Handbook and understand that even with approval, if any of the dates requested are on the chart, I will be docked the applicable rate.

Employee Signature

Date

Approval – Principal/Supervisor

Date

Approval – Superintendent

Date