

Employee Name

Today's Date

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### KINGSLEY AREA SCHOOLS PRE-ARRANGED/VERIFICATION OF LEAVE FORM

Request for Absence (Pre-Arranged)  
Submit to Central Office

Report an Absence, Submit to Supervisor

Please check the appropriate box. **If an absence is requested, and approved, no further paperwork is necessary.** Please forward to Central Office after Principal/Supervisor Signature. If you are **not** planning on taking the requested absence, please call central office to cancel the pending/assigned substitute. If a substitute is not required, please call the central office to cancel the absence. If this is to **Report an Absence**, please fill out on the corresponding lines, the date of absence and length of absence. This form must be filled out even if you do not require a substitute.

Type of Absence	Date of Absence	Length of Absence
Sick Leave	_____	_____
Family Illness	_____	_____
Personal Leave	_____	_____
Witness/Jury Duty	_____	_____
Bereavement	_____	_____
Vacation	_____	_____
Unpaid	_____	_____
School Related	_____	_____

Substitute Needed:

All day

1/2 am \_\_\_\_\_ (time)

1/2 pm \_\_\_\_\_ (time)

Work Location or Room: \_\_\_\_\_

No Substitute Required

Other Please Specify \_\_\_\_\_

Entered into WillSub \_\_\_\_\_

Workshop/Conference/Athletic Event that is going to be attended: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

### RELATED DOCUMENTATION

to be completed by supervisor only

Does this apply towards professional development hours? (please check the appropriate box and sign below):

PD - please specify above

Pre-school PD - please specify above

PD - please specify above

School Improvement

Workshop/Conference

Instructional Technology

Mentoring

Coursework (District initiated only)

**NO**

Sick or Personal

Sick or Personal - Pre-school

Sick or Personal - Spec. Ed

School Initiated

School Initiated - Pre-school

School Initiated - Spec. Ed

Other: \_\_\_\_\_

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

**All absences are to be in accordance with the Master Agreements. Superintendent pre-approval is required for absences that are *unpaid* or immediately preceding or following a break or holiday period.**