



LEAVE REQUEST

Today's Date	
Name	
Supervisor	
Date(s) Requesting	
Substitute Name	

Reason for PTO request (**PAID TIME OFF**):

- Sick
- Personal business that cannot be conducted outside of school
- Vacation
- Bereavement

To request for Training/Workshop Approval (**DURING SCHOOL HOURS**)

Attach Agenda to this form when submitting

- Training/Workshops (**During school day - No Paid time off or stipends will be used**)

To account for Stipends fill out the following information. **Type of Stipend:** _____

(Outside School Hours - after 4pm or before 8am, weekends & summer)

			ADMIN INIT
<input type="checkbox"/> Stipends	_____ (Date/s)	_____ (Hours)	_____
	_____ (Date/s)	_____ (Hours)	_____
	_____ (Date/s)	_____ (Hours)	_____
	_____ (Date/s)	_____ (Hours)	_____
	_____ (Date/s)	_____ (Hours)	_____
	_____ (Date/s)	_____ (Hours)	_____

TOTAL HOURS: _____

Employee Signature:

Type of Leave Requested: PTO Training/Workshop Stipend

Approved Not Approved - Reason: _____

Supervisor/DIRECTOR Signature:
Comment:

For Office Use Only

Substitute Name:	Half Day <input type="checkbox"/>	Full Day <input type="checkbox"/>	Date _____
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ALL TRAINING/WORKSHOPS NEED TO HAVE AGENDAS ATTACHED PRIOR TO APPROVAL

WHEN REQUESTING FOR PTO & STIPEND/WORKSHOP/TRAINING

1. Teacher/Staff submits to Office (make sure all documents are attached)
2. Indicate what type of Leave you're requesting for:

PTO:

- Check the appropriate selection
- Know how many days you have to use (Teachers 5 days, Staff 5 days)
- This is PAID TIME OFF
- **ALL PTO** to be submitted **NO LATER** than **1 day** after return to school. It is the individual's responsibility to submit this in a timely manner as this could impact wages
- **SICK PTO:** All Personnel call into their Direct Supervisor or Front Office to notify of absence. Indicate Sub, Provide Lesson Plans etc. If you are sick **BEYOND 3 Days** a Drs Note must be submitted. PTO can be submitted upon return
- **VACATIONS/PERSONAL BUSINESS PTO:** will NOT be approved to extend time off a set public holiday, no school day or calendered break (e.g: Summer, Fall, Spring, Winter etc)
- Vacation/Personal Business (except upon Emergency requests), should be submitted 2 weeks in advance with the indication of who the sub is along with finalized lesson plans. An Emergency Personal Business Time Off should be submitted upon return
- **BEREAVEMENT PTO (includes immediate family and grandparents):** an Obituary, program or other documentation needs to be submitted (*Please check with Business Manager if you have questions*)

TRAINING/WORKSHOP:

- All Training and Workshops requests should have Administration sanction and possible Administrator assigned well in advance. This is due to budget and should be budgeted within the 4th quarter of each school year. There maybe some that may be requested outside of the budgeting timeframe and those will be addressed on a case by case basis and should be requested as soon as possible.
- Attach Agenda to PTO Request
- All these types of training/workshops will be conducted within the school hours (8am - 4pm). Subs will need to be taken into consideration as the school may be assessed the cost of the training/workshop as well as a sub

STIPENDS:

- These days are planned within the Budgeted timeframe and will be provided by the Administration
- Stipends will occur after school hours (8am - 4pm), and outside of the normal School Calendar Year (e.g: School breaks, weekends etc)
- All Teachers to fill out the date and hours attending and submit the REQUEST FOR PTO & STIPEND/WORKING/TRAINING form at COMPLETION of STIPEND.
- Administrator will initial in the appropriate area and submit for payroll processing
- All **STIPENDS** need to be submitted by the Friday of each week. No submission of this document could impact wages

3. Submit request with all necessary documentation to Office including Sub information etc.
4. Administrator will process and log into system
5. Request form will be returned with **APPROVED/NOT APPROVED** within 5 days
6. Requestor may meet with Administrator for further clarification is Leave was **NOT APPROVED**
7. PTO for Sick, Vacation, Bereavement will be submitted to Business Manager for payroll processing upon **COMPLETION** and submission of Leave
TRAINING/WORKSHOP & STIPENDS will be submitted to Business Manager for payroll processing upon **COMPLETION** of Activity