

SCHOOL DISTRICT No.64 (Gulf Islands)

LEAVE OF ABSENCE APPLICATION
 Please report all absences from appointments to
 Central Dispatch at the SBO.

PHOENIX ELEMENTARY
2018-2019

Date received at SBO:

NAME of Employee _____

Work Location _____ Position _____

First Day: _____ Last Day: _____

Date(s) of Absence _____

Reason for Absence _____

Employee Signature _____ Date _____

P/VP/Supervisor Signature _____ Date _____

Office Use Only

11

Location No. _____

No. of days _____

Reason Code _____

Approval No. _____

Specify EXACT time(s) of Absence:

FTE:

8:30 am – 3:15 pm 1.19 M T W Th F

8:30 am – 12:00 pm **AM** 0.68 M T W Th F

12:40 pm – 3:15 pm **PM** 0.51 M T W Th F

OR

Month _____ Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____

OTHER:

Start time End time FTE/hrs

_____ _____ _____ M T W Th F

_____ _____ _____ M T W Th F

_____ _____ _____ M T W Th F

Paid by: Board Other: _____

Pro G# _____ ProD Authorization Signature _____

Sub required: Yes No

↓

Replacement #1 (name) _____

Replacement #2 (name) _____

TIC (for PVP) _____

EA IEP REPLACEMENT _____

No. of Days _____

PR

AR

Specify EXACT time(s) of Replacement:

FTE:

8:30 am – 3:15 pm 1.19 M T W Th F

8:30 am – 12:00 pm **AM** 0.68 M T W Th F

12:40 pm – 3:15 pm **PM** 0.51 M T W Th F

OR

Month _____ Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____

OTHER:

Start time End time FTE/hrs

_____ _____ _____ M T W Th F

_____ _____ _____ M T W Th F

_____ _____ _____ M T W Th F

Account: FPG OBJECT CC

PR Authorized Signature _____ Date _____

CDS: Initials & Date: _____