

**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** \_\_\_\_\_

Collective Agreement Article # & Description \_\_\_\_\_

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 \_\_\_\_\_

OR

**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) for Teacher and Office Use \_\_\_\_\_

Replacement #2 (name) for Teacher and Office Use \_\_\_\_\_

**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 \_\_\_\_\_

OR

**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: \_\_\_\_\_