

RIVERSIDE UNIFIED SCHOOL DISTRICT
LEAVE REQUEST

Requests for unpaid leaves of absences must be made by personal letter to the Human Resources Department

- CERTIFICATED
- CLASSIFIED

EMPLOYEE I.D.# _____

NAME: _____ WORKSITE: _____

TYPE OF LEAVE: _____ DATE(S) OF LEAVE: _____

REASON:

<input type="checkbox"/> Adoption - (Cert. XVI, 8; Class. 13.9)	<input type="checkbox"/> Military - (Cert. XVI, 17; Class. 13.13)
<input type="checkbox"/> Bereavement - (Cert. XVI, 11; Class. 13.6)	<input type="checkbox"/> Personal Business - (Cert. XVI, 12C; Class. 13.5.4)
<input type="checkbox"/> Court Appearance (Cert. XVI, 15; Class. 13.8)	<input type="checkbox"/> Personal Necessity - (Cert. XVI, 12; Class. 13.5)
<input type="checkbox"/> Jury Duty - (Cert. XVI, 14; Class. 13.7)	<input type="checkbox"/> Personal Unpaid - (Cert. XVI, 13; Class. 13.16)
<input type="checkbox"/> Floating Holiday - (Class. 11.2)	

EMPLOYEE SIGNATURE: _____ DATE: _____

PRINCIPAL/SUPERVISOR: _____ DATE: _____

PERSONNEL ADMINISTRATOR: _____
 APPROVE DISAPPROVE DATE: _____

This approval does not guarantee pay of the day(s) requested. If you have exceeded your yearly allowable allotment, your pay will be docked.

Prepare in triplicate and send to Human Resources. After final approval, distribute pink copy to employee, white copy to payroll and yellow copy to worksite.