

Unpaid Leave Request- ESPA Employees

Name: _____ BLD: _____

First date of requested leave: _____ Last date of requested leave: _____

Total days of requested leave: _____

Reason for requested time off: _____

Article IX Leaves of Absence

I. UNPAID LEAVE

A "dock day" is a day without pay and benefits. Any employee who is permitted to take a "dock day" shall be responsible for the cost of any fringe benefit paid for by the district regarding that day. Payment for said benefits shall be by payroll deductions. All "dock day" requests must be made in writing to the Superintendent whose decision shall be final and binding and not subject to the grievance procedure.

I hereby certify that I understand that my request for unpaid time off is in accordance with the aforementioned contractual agreement.

Employee Signature

Date

RESPONSE:

Approved _____

Denied _____

Superintendent

Date

cc upon completion: Administrative Supervisor and/or Building Principal
Director of Administrative Services