

MILFORD PUBLIC SCHOOLS  
LEAVE REQUEST

Employee ID # \_\_\_\_\_  
Staff Member Name \_\_\_\_\_ School \_\_\_\_\_  
Number of Days Requested \_\_\_\_\_ Date(s) Requested \_\_\_\_\_  
Signature \_\_\_\_\_ Today's Date \_\_\_\_\_  
Substitute Required? Yes No please circle SubFinder Job Number \_\_\_\_\_

Staff members must submit their Leave Request forms to their building administrator/supervisor. After their Leave is approved by their building administrator/supervisor, staff members requiring Substitutes must notify SubFinder and indicate their job number on their Leave form. All Administrator Leave Requests must be forwarded to the Associate Superintendent of Teaching and Learning. All other leave requests must be forwarded to Payroll.

**LEAVE TYPE**

**USE CODE** \_\_\_\_\_

- |  |  |
|--|--|
| [V] Vacation                                     | [A] Authorized No Pay  |
| [J] Jury Duty                                    | [SL] Absence other than illness charged against sick leave     |
| [B] Bereavement (identify relationship)<br>_____ | [SB] School Business (identify activity and location)<br>_____ |

[P] Personal Day\* (*Personal Days must be requested at least 48 hours prior to leave date – except in the case of emergency*)

Circle one: Legal Business Religious Medical Educational Family Matter Other

*Note : (Teacher and Administrator\*) According to Article 47 of the Teachers' Contract and Article XIX of the Administrators' Contract, personal days shall not be granted prior to or immediately following holidays or vacations or to extend the provisions of the sick leave article, unless requested in writing and approved by the Superintendent for good cause.*

[O] Other (explain)  
\_\_\_\_\_

Request for Personal Day attached to Holiday or Vacation (please provide the reason for this request:)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BUILDING ADMINISTRATOR USE**

Approved \_\_\_\_\_ Date \_\_\_\_\_

**CENTRAL OFFICE USE**

Approved/Not \_\_\_\_\_ Date \_\_\_\_\_  
Approved

**Pink:** Payroll **Yellow:** Returned to Employee **Blue:** Supervisor **Gold:** Employee