

Rogers City Area Schools

Time-Off Request

Multiple Job Categories

NAME: _____ Date: _____

Date(s) of Requested Leave: _____

FIRST Job Category you will be absent from: *(mark one)*

BUS DRIVER

CUSTODIAL

FOOD SERVICE

Time Period you will be absent: *(mark one)*

Full Shift (greater than half your shift)

Half Shift (less than half your shift)

morning bus run

afternoon bus run

both bus runs

Reason for Absence: *(mark one)* *Leave Time* *Vacation* *Deduct* *Other* _____

SECOND Job Category you will be absent from: *(mark one)*

BUS DRIVER

CUSTODIAL

FOOD SERVICE

Time Period you will be absent: *(mark one)*

Full Shift (greater than half your shift)

Half Shift (less than half your shift)

morning bus run

afternoon bus run

both bus runs

Reason for Absence: *(mark one)* *Leave Time* *Vacation* *Deduct* *Other* _____

EMPLOYEE SIGNATURE: _____ **DATE:** _____

Approved: _____ Not Approved: _____

Supervisor's Signature: _____ Date: _____

- Any changes in this request must be made in writing at least one day prior to the scheduled leave date.
- A bargaining unit member planning to use a leave day(s) shall **notify his/her supervisor at least three (3) days in advance**, except in the case of emergency.
- Leave days will be granted only if a qualified substitute is available.