

CARTERSVILLE CITY SCHOOLS

EMPLOYEE LEAVE REQUEST

Employees should complete this form for ALL requested leave except Sick Leave for less than 4 consecutive work days. The leave request should be entered into Absent Management BEFORE submitting this form to your supervisor, leave clerk, or other designated staff member. Include the Confirmation # assigned by Absent Management in the space provided.

Employee Name: _____ Employee #: _____

Date of Absence: _____ Reason Code: _____ Confirmation #: _____

Date of Absence: _____ Reason Code: _____ Confirmation #: _____

Date of Absence: _____ Reason Code: _____ Confirmation #: _____

Date of Absence: _____ Reason Code: _____ Confirmation #: _____

Date of Absence: _____ Reason Code: _____ Confirmation #: _____

REASON CODE

- 300 – Vacation
310 – Sick leave more than 3 days 6,7
310 – 320 Personal 1,6
310 – 321 Maternity leave 6
310 – 312 Work Comp using SL 6
310 – 378 Bereavement 6
310 – 380 Religious 6
340 – Professional 2
342 – Professional Learning 3
399 – Leave Without Pay
360 – Comp Time 4
370 – Field Trip 4,5
372 – Jury Duty
374 – Subpoena 5
376 – Military 7
330 – Float

PROFESSIONAL LEARNING: If substitute is required, identify funding source:

Title I Title II-A Title III SPED Local Funding
Consolidated Funding Other

Employee Signature _____ Date _____

Supervisor Approval _____ Date _____

System Approval (if required**) _____

1 No more than 3 school days/year; not to be taken before/after a holiday or during designated critical days without express prior approval

2 Use when representing the school/system; presenting at a meeting/conference; athletic/competition event

3 Provide explanation and identify funding source _____

4 Prior approval required

5 Job-related only

6 Leave deducted from available sick leave balance

7 Must be accompanied by a Family Medical Leave request form

**Professional Learning may require system-level approval of funding source

*Attach appropriate documentation (e.g., conference/workshop agenda, flier, etc.)