

# Wilkinsburg School District

## REQUEST FOR ABSENCE

NEW REQUEST

CHANGE REQUEST

ALL ABSENCES MUST BE ENTERED INTO AESOP BY EMPLOYEE AT  
LEAST ONE HOUR PRIOR TO START TIME ON THE DATE OF ABSENCE  
IF UNABLE TO ENTER, PLEASE NOTIFY YOUR SUPERVISOR IMMEDIATELY.

Name (please print clearly)
Building Assignment

Today's Date
Date(s) of Absence

PLEASE MARK THE TYPE OF DAY REQUESTED WITHIN THE COLUMN FOR YOUR GROUP

Teacher/Admin	Aides	Clerical	Custodial/Maint
___ Bereavement	___ Bereavement	___ Bereavement	___ Bereavement
___ Jury Duty	___ Jury Duty	___ Jury Duty	___ Jury Duty
___ Personal Day	___ Personal Day	___ Personal Day	___ Personal Day
___ Professional Day	___ FMLA	___ Professional Day	___ Professional Day
(School Business)	___ Contractual	(School Business)	(School Business)
___ FMLA	___ Legal/Court	___ FMLA	___ FMLA
___ Vacation	___ SICK DAY	___ Vacation	___ Vacation
___ Legal/Court	___ Other: _____	___ Legal/Court	___ Legal/Court
___ SICK DAY	___ SICK DAY	___ SICK DAY	___ SICK DAY
___ Other: _____	___ Other: _____	___ Other: _____	___ Other: _____

**NOTIFICATION OF LONG-TERM ABSENCES:**

Disability leaves, elective surgery, etc. requires a physician's statement in advance to be followed by a medical release prior to returning to work.

**BEREAVEMENT:**

Please indicate relationship of the deceased and attach a copy of the death notice

**JURY DUTY:**

Upon return to the district, a copy of your receipt of payment must be submitted to the business office

**PROFESSIONAL/SCHOOL BUSINESS/LEGAL/COURT:**

Please explain the nature of the request. You may use the back of this form if necessary and date of BOARD APPROVAL: \_\_\_\_\_.

**FMLA (Paid or Unpaid)**

Please give date of BOARD APPROVED leave request: \_\_\_\_\_

Signature of Employee
-----------------------

Date
------

**APPROVAL IS CONTINGENT UPON:**

Signature of Principal or Supervisor
--------------------------------------

Date
------

*PRINCIPAL/SUPERVISOR: PLEASE RETURN FORM PROMPTLY TO THE BUSINESS OFFICE. THANK YOU.*

Signature of Superintendent (For Admin only)
----------------------------------------------

Date
------