East Central Special Education

Short Term Leave without Pay Request

Employees must receive prior approval for an unpaid leave before the requested leave is taken. Approval must be received from the Director. This request should be used when all other applicable leave has been depleted. The only exceptions to prior approval will be for unexpected personal/family illness. 1/182nd of the teacher’s current salary will be deducted from the contract amount for each day taken. The district will pay the substitute costs.

Name:  Position: 

Date(s) Requested: 

Please outline your reasons for requesting leave without pay:



I realize my pay will be reduced by taking this leave.

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Signature Date

Approved: □Yes □No

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Director Date