



**2020-2021**

# JOPLIN SCHOOLS

## Request for Personal Leave

- *This form to be used by hourly staff members.*
- *Those requiring a substitute must also enter their absence in Absence Management.*
- *If approved, the personal leave day must be entered in Time Clock Plus by the employee or a timekeeper.*

**Request must be presented to your supervisor before the absence.**

### SECTION 1: COMPLETED BY EMPLOYEE

Date Submitted:		Building/Department:	
Employee Name:		Employee ID:	

- Aide     
  Secretary     
  Food Service  
 Custodian     
  Bus Driver     
  Craftsman     
  Other: \_\_\_\_\_

Date of Activity: \_\_\_\_\_ Total Days or Hours: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal or Director's Approval

\_\_\_\_\_  
Date

### SECTION 2: COMPLETED BY HUMAN RESOURCE DEPARTMENT

- Approval Granted with Pay \_\_\_\_\_ Day(s)/Hours  
 Approval Granted without Pay (Deduction on Next Pay) \_\_\_\_\_ Day(s)/Hours  
 Approval not Granted

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

*All requests are subject to administrative approval based on operational needs of the district and/or availability of substitutes.*