



LEAVE REQUEST FORM - FOOD & NUTRITION SERVICES

Request for leave should be submitted in advance for approval.

Date: _____ Employee Name: _____

Location: _____ Position: Manager Asst. Manager
 Sat. Leader FS Assistant

Type of Leave Requested:

- Association Leave
- Bereavement Leave - Relationship: _____ Jury Duty Leave

Bereavement Leave and Jury Duty Leave are not dependent on approval, but are for record keeping purposes.

- Leave without Pay

Leave Without Pay must be approved by the Supervisor of Food & Nutrition Services and Executive Director of Human Resources. A Leave Request form and a letter of explanation are required. All personal leave must be used prior to using leave without pay.

- Personal Leave

Article 4.4 of the Negotiated Agreement specifies that all requests for time must be made in advance, except in the case of emergency and that all requests for time are subject to management approval and program needs and shall not be unreasonably denied.

- Pre-scheduled Medical Appointment Sick Day Illness in the Family

Employees must record sick leave on a leave form for record keeping purposes. Employees are not required to seek prior approval when illness occurs. Only medical appointments made in advance need to be communicated to a supervisor.

Day(s) and Date(s) of Absence: _____

Employee Signature: _____

Approved: _____ Disapproved: _____

Supervisor Signature: _____