



**Career & Technical School**

**REQUEST FOR ABSENC FOR 10 MONTH EMPLOYEES**

Today's Date: \_\_\_\_\_

Sick \_\_\_\_\_ Personal \_\_\_\_\_ Jury Duty \_\_\_\_\_ Military Leave \_\_\_\_\_  
Bereavement \_\_\_\_\_ Relationship \_\_\_\_\_

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Work Related

Professional Development/Conference \_\_\_\_\_ Explanation \_\_\_\_\_

School Business \_\_\_\_\_ Explanation \_\_\_\_\_

Association \_\_\_\_\_ Explanation \_\_\_\_\_  
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Date(s) Requested: \_\_\_\_\_

Total of Working Days Requested: \_\_\_\_\_

Requested by: Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Date Sub Service Notified \_\_\_\_\_ Job # \_\_\_\_\_