

LEAVE REQUEST FORM FOR TEACHERS

Employee Name: _____ **Date Request (dd/mm/yy):** _____

Absence Requested:

☐ Sick Leave
 ☐ Visa Leave
 ☐ Unpaid Leave
 ☐ Other: _____

From (dd/mm/yy): _____ **To (dd/mm/yy):** _____

Expect to resume duty on (dd/mm/yy): _____

Do you need to arrange substitute teachers? Yes / No

(if yes, timetable below MUST be completed)

Timetable Affected:

Day and Date	08:00-08:20	08:20-09:10	09:10-10:00		10:20-11:10	11:10-12:00		12:50-13:40	13:40-14:30	14:30-14:40	14:40-15:30	15:30-16:00
Monday 30/05/22	(EXAMPLE only)					Reading					Conver	
						Sign here					Sign here	

NOTES:

- Please print and **sign** the form before submission.
- If a substitute teacher is required, please ask the teacher to sign underneath each class as an acknowledgement.
A signature must be obtained prior to submission.
- You must submit requests for absences, other than sick leave, **two days prior** to the first day you will be absent.

Employee Signature: _____ **Date signed:** _____

Manager Approval

☐ APPROVE
 ☐ REJECTED (please add comment) _____

Manager Signature: _____ **Date signed:** _____