

## 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:** \_\_\_\_\_