



# BAINBRIDGE ISLAND

SCHOOL DISTRICT No. 303

STRONG MINDS, STRONG HEARTS, STRONG COMMUNITY

## ADVANCE LEAVE REQUEST FORM

Name: \_\_\_\_\_

Type of Leave: \_\_\_\_\_

Reason (optional): \_\_\_\_\_

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

_____	_____	_____	_____
Employee Sign	Date	Building Principal/Supervisor	Date

Leave Approved?  Yes  No

Substitute Needed?  Yes  No

**REMINDER: Employee still needs to enter the absence in the substitute system, regardless of if a sub is required**

\*As per BIEA Negotiated Agreement, Article VIII, Section G

\*As per BIESPA Negotiated Agreement, Section 7.7.2