



# TRANSPORTATION LEAVE / EXCEPTION FORM

Unplanned sick leave and Time Keeper exceptions must be submitted by 9:30AM the next school day.

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

Employee Number: \_\_\_\_\_

(Timekeeper Number)

Parking School: \_\_\_\_\_

Email address \_\_\_\_\_

**Leave Request:** Annual Leave must be submitted **2 weeks prior** to the date of the scheduled annual leave to the Planner. Approval will depend on the availability of substitute drivers. Drivers/TSAs will receive a written approval or denial for requested annual leave within 2 working days of the request. Annual leave time is not approved until the requester has received the approval in writing from the Planner. Unplanned sick leave exceptions must be submitted by 9:30 AM the next school day. **\*Please note Lead Drivers will not accept leave forms from drivers. It is the driver's responsibility to make sure all leave requests are sent directly to the planner.** Fax # 704-260-5549 or see front office at your home school and it will be couriered to the garage.

**Type of leave requested:**  **Jury duty**  **Annual Leave**  **Leave Without Pay**

**Sick Leave:** Please circle which purpose you are requesting to use sick leave for (adapted from North Carolina Public Schools Benefits and Employment Policy Manual):

- a. **Personal illness or injury which prevents you from performing your usual duties**
- b. **Care after adoption of a child**
- c. **Medical Appointment**
- d. **Illness in the immediate family/ medical appointments related to the illness that necessitates your attendance**
- e. **Death in the immediate family**

❖ **Sick Leave Notes:** The superintendent or designee may require a statement from a medical doctor or other acceptable proof that the employee was unable to work due to personal illness, medical appointment, illness or death in the family, or adoption when sick leave is used. Immediate family includes spouse, children, parents, brothers, sisters, grandparents, grandchildren, and dependents living in your household. Also included are step, half, and in-law relationships.

Other information you want to share:

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

**I request the following:** Mon Tues Wed Thurs Fri (circle all that apply)

**Time of day:**  Full Day  Half day AM # of hours \_\_\_\_\_  Mid-day AM # of hours \_\_\_\_\_  
 Half day PM # of hours \_\_\_\_\_

Leave time can only be requested in whole days and hours, please note the hours needed above

**Time Keeper Exception: Must be completed and submitted by 9:30AM the next school day**

.Date(s): \_\_\_\_\_ Time worked: \_\_\_\_\_

Reason for exception: \_\_\_\_\_

*I hereby certify that this report of time exception and/or leave request is correct for the period covered and adheres to the appropriate use of leave policies.*

**Employee's Signature:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Acknowledged/Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Entered By:** \_\_\_\_\_ **Date:** \_\_\_\_\_