



SCHOOL BUSINESS, UNION RELEASE,
& NEGOTIATIONS REQUEST FORM

Employee Name: _____

School Site: _____

Assignment OR Grade Level: _____

Date(s) Requested: _____

Certificated Staff: Full Day or Half Day (A.M. or P.M.)

Classified Staff (hours): _____

I am requesting leave for one of the following: (circle one)		
*School Business	Union Release	Negotiations / Contract Day
<i>*Requires prior approval and/or additional information below*</i>		

*SB School Business Reason/Training: _____

Location: _____

Funding Account No: _____

Substitute Required? YES NO

***** Please Note*****

It is important to submit all School Business & Union Release requests to your Office Manager as soon as possible. Date availability is not guaranteed, but every effort will be made to accommodate the request

Employee Signature Date

Site Administrator Signature Date