

KANE SCHOOL DISTRICT

LEAVE WITHOUT PAY REQUEST

To be used for all unpaid leave requests that do not constitute a break in employment.
Leave is at the discretion of the immediate supervisor.

Date _____

Name _____ School _____

Home Address _____ Phone _____

Present Assignment _____

Reason for Request _____

Dates of Leave Requested _____

Applicant's Signature _____ Date _____

Principal's Signature _____ Date _____

Director's Signature _____ Date _____
