

# HOQUIAM SCHOOL DIST. #28 LEAVE FORM

Employee Name: \_\_\_\_\_  
*(Please Print)*

Leave Request Date(s): \_\_\_\_\_  
*In accordance with District Policy and applicable negotiated agreements*

Number of Hours: \_\_\_\_\_

Full Day     Half Day  
 AM         PM

Substitute Needed?    Yes     No

\_\_\_\_\_  
*If yes, please list substitute's name(s)*

Location Code

<input type="checkbox"/> Central (104)	<input type="checkbox"/> Homelink (552)
<input type="checkbox"/> Emerson (105)	<input type="checkbox"/> DO (012)
<input type="checkbox"/> Lincoln (106)	<input type="checkbox"/> Maint (009)
<input type="checkbox"/> HMS (222)	<input type="checkbox"/> Spec Serv (021)
<input type="checkbox"/> HHS (452)	<input type="checkbox"/> Trans (053)

## BUILDING/DISTRICT APPROVAL

SICK LEAVE (S)

ADMINISTRATIVE (XX)    Activity: \_\_\_\_\_  
**\*\*requires signed approval of Program Administrator below**

EMERGENCY (E)

BEREAVEMENT (B)

CODES:

*Approval*

PERSONAL (P)         Rollover Day  
*(3 day max per year)*        *(Cert Only)*

Title IIA    5252-\_\_\_\_ - \_\_\_\_ 190-012    \_\_\_\_\_

MATERNITY/PATERNITY (MP)

Rural/LI    5250-\_\_\_\_ - \_\_\_\_ 190-012    \_\_\_\_\_

VACATION (V)

LAP    5500-\_\_\_\_ - \_\_\_\_ 190-021    \_\_\_\_\_

ADOPTION (AD)

Title I    5100-\_\_\_\_ - \_\_\_\_ 190-021    \_\_\_\_\_

MILITARY (ML)

IDEA    2424-\_\_\_\_ - \_\_\_\_ 190-021    \_\_\_\_\_

UNION (UL)

SE    2100-\_\_\_\_ - \_\_\_\_ 190-021    \_\_\_\_\_

EXTRA-CURRICULAR (EC)

Ad Match    7955-\_\_\_\_ - \_\_\_\_ 190 - \_\_\_\_\_  
*location code*

JURY DUTY (JD)  
*(**must** attach copy of document)*

Other    \_\_\_\_ - \_\_\_\_ - \_\_\_\_ 190 - \_\_\_\_\_  
*location code*

LEAVE OF ABSENCE  
*(must be approved by Superintendent/Board of Directors)*

Other    \_\_\_\_ - \_\_\_\_ - \_\_\_\_ 190 - \_\_\_\_\_  
*location code*

\_\_\_\_\_

\_\_\_\_ 190 please add '2' for certificated or '3' for classified

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

Approved

\_\_\_\_\_  
*Building Principal/Supervisor Signature*

\_\_\_\_\_  
*Date*

Denied