



# LIBERTY ELEMENTARY SCHOOL DISTRICT #25

## REQUEST TO USE PERSONAL LEAVE DURING A BLACK OUT DAY

Ref: Policy GCCB

### EMPLOYEE INFORMATION

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

Department: \_\_\_\_\_

Date(s) of leave request: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### APPLICATION PROCESSING

Employee's request to use Personal leave during a black out day is approved as submitted. Please enter your leave request in iVisions immediately.

Employee's request to use Personal leave during a black out day has been denied. Employee is approved to use unpaid leave if they so choose. Unpaid leave should be entered in iVisions immediately.

Approver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A MINIMUM OF 48 HOURS PRIOR NOTICE IS REQUIRED BEFORE USING PERSONAL LEAVE**